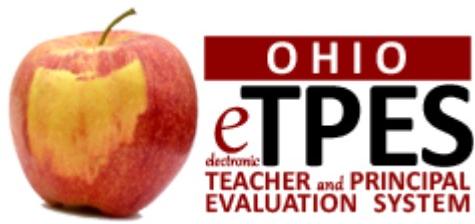


Ohio eTPES Principal User Guide



Ohio Electronic Teacher and Principal Evaluation System

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Principal: Introduction to eTPES

In May 2009, the Ohio Principal Evaluation System framework was approved by the State Board of Education, and in November 2011, the framework for the Ohio Teacher Evaluation System was approved. Ohio's electronic Teacher and Principal Evaluation System (eTPES) was named as a project in Ohio's Race to the Top Grant (2010), and made possible through RttT funds. Work began on the design and development of the project with the vendor, RANDA Solutions, in November 2011.

The goal of the eTPES project is to automate the Teacher and Principal evaluation frameworks using Web-based technology. Ohio eTPES will follow the adopted framework components of 50% Educator performance and 50% student growth measures. The electronic system will allow Evaluators and Educators secure access to document, store evidence and complete the evaluation process in a standard Web browser. Steps will lead Evaluators through the process and determine Educator performance based on performance rubrics. A final summative rating (based on the components) for Principals and Teachers will be generated through the system.



This eTPES product is undergoing consistent upgrades and not yet complete. We are planning improvements based on your input from the feedback forms located at the bottom of many eTPES screens.

Principal Access to eTPES

How to Obtain Access to eTPES

At the beginning of the academic year, activation emails will be sent to Superintendents and Superintendent Designees who:

- Are listed in ODE's OEDS-R system as a **Superintendent** or **Superintendent Designee**
- Have a State Staff I.D.

The activation email will be sent to the email address in the OEDS-R system. The email will be from no-reply@ohiotpes.com. The email contains a link to activate the eTPES account and set the password. It also contains important instructions regarding eTPES.

Below is an example of the email that will be sent.

Welcome to eTPES,

Your user name is: **{UserName}**

The electronic Teacher and Principal Evaluation System (eTPES) is now available for your account activation. Please use <https://www.ohiotpes.com/> for site access after your initial account activation is complete. Superintendents, please navigate to the secure website listed above, enter your new username and password, and begin the setup process for your LEA. Once you log into eTPES, you'll find a useful HELP section, links to videos, customer support, FAQs and other resources.

eTPES is a product developed through funding from the Race To The Top Grant by the Ohio Department of Education. eTPES is hosted and maintained outside of ODE's computing environment. It was designed to streamline the Teacher and Principal evaluation process, and it is available to your district at no cost. eTPES will be used this school year for those LEAs implementing new Teacher and/or Principal evaluation systems based on locally developed board policy as required by law (July 1, 2013). There is also an option for LEAs that will not implement in 2013-14, but would like to use the system to pilot.

Statewide training will be offered in August to superintendents, to be followed by Principal training August – October. Half-day sessions will assist Superintendents and Principals in the district and building set-up and roster functions. In addition, videos will be posted on ODE's website in August specific to the roles of Superintendent, Principal and Teacher. Please click on this link for more information: <http://education.ohio.gov/Topics/Teaching/Educator-Evaluation-System/District-Educator-Evaluation-Systems>

You may provide feedback as you use the system by clicking on the feedback button at the bottom of the eTPES pages. There may be additional refinements to the system this year based on user input and ODE requirements.

If you have eTPES technical questions, please contact us at: support@OhioTPES.com

If you have policy questions regarding OTES and OPES in the eTPES system, please contact us at: eTPES@education.ohio.gov

After successful login to eTPES, the LEA Superintendent or Superintendent Designee will be required to complete setup tasks, which includes a Principal roster review and verification. When these tasks are complete, the Superintendent or Superintendent Designee will send access, via activation email, to the appropriate staff in Principal roles for the LEA.

After Principals login to eTPES, they will send access, via activation email, to the Teachers, Evaluators, Assistant Principals, and other appropriate staff for the building.



IMPORTANT INFORMATION

Need a role of superintendent or superintendent designee in OEDS-R?

If you need to update your LEA information in OEDS-R, please contact your local OEDS Administrator, and they can make the changes for you. A Superintendent Designee is not a requirement for eTPES system access, but it is an option for Superintendents who wish to delegate the eTPES Superintendent tasks to an appropriate staff member in their LEA. Check your LEA OEDS-R data here: <http://webapp2.ode.state.oh.us/oeds-r/query/>.

If you have questions regarding how to access and use OEDS-R, please download the OEDS-R User Guide available on the OEDS-R Website, click "Help" on the left menu.

Need a State Staff ID for eTPES access?

If you do not have a State Staff ID, one can be requested and created quickly and free of charge. For more information regarding how to request a State Staff ID online, please see the link on this page:

<http://education.ohio.gov/Topics/Teaching/Educator-Evaluation-System/District-Educator-Evaluation-Systems/eTPES-Help>.

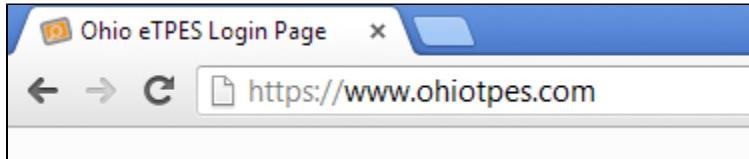
Signing In

To sign in to the electronic Teacher and Principal Electronic System (eTPES), access the browser from the desktop and go to the eTPES site, www.ohiotpes.com.



eTPES is currently supported on the following browsers:

- Google Chrome - most current version - auto updated by provider unless disabled
- Firefox - most current version - auto updated by provider unless disabled
- Safari 5.1 (or higher)
- Microsoft Internet Explorer 9 (or higher)



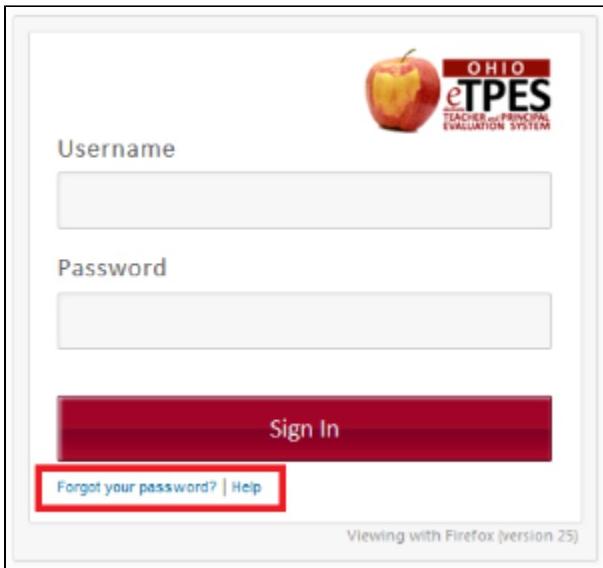
The sign in page below will appear.

The screenshot shows the Ohio eTPES Login Page. At the top center is the eTPES logo featuring a red apple with a yellow state outline and the text "OHIO eTPES TEACHER and PRINCIPAL EVALUATION SYSTEM". Below the logo are two input fields: "Username" and "Password", each with a corresponding text input box. At the bottom of the page is a large red "Sign In" button. Below the "Sign In" button are two small blue links: "Forgot your password?" and "Help". At the very bottom of the page, in a smaller font, is the text "Viewing with Firefox (version 25)".

Enter username and password and click **Sign In** to proceed.

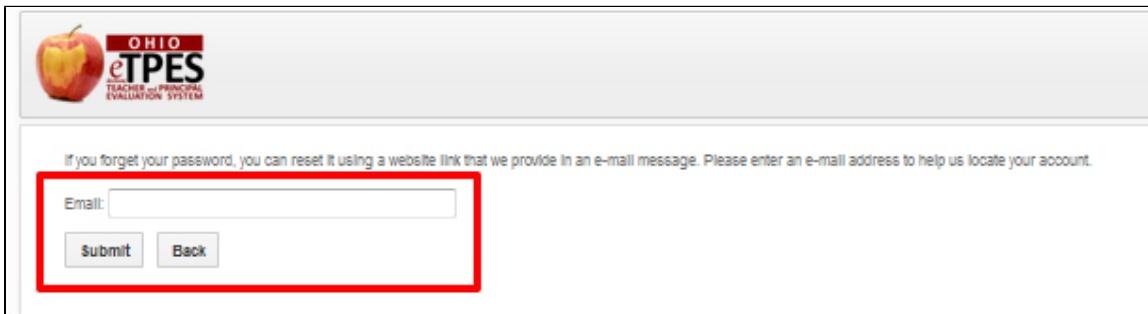
Trouble Signing In

An activation email will be sent to allow an account to be set up. A username will be included in this email. Click on the **Forgot your password?** link for password assistance.



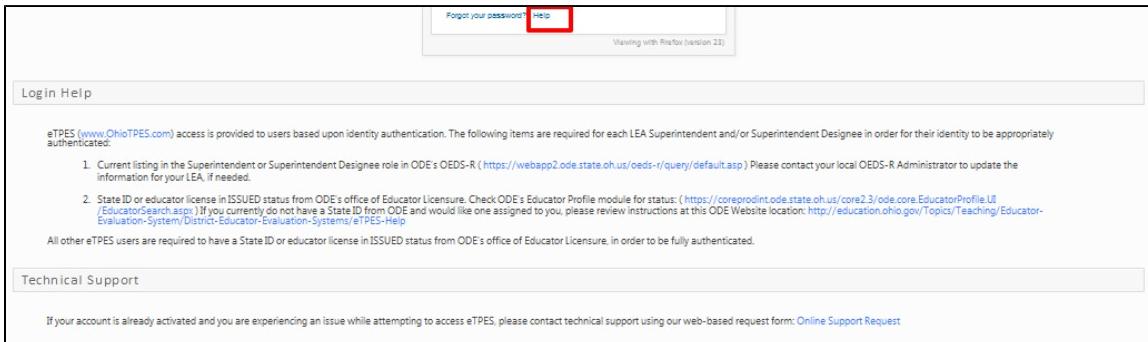
The screenshot shows the eTPES sign-in page. It features a logo with a red apple and the text "OHIO eTPES TEACHER & PRINCIPAL EVALUATION SYSTEM". Below the logo are two input fields: "Username" and "Password". A large red "Sign In" button is centered below the password field. At the bottom left is a link "Forgot your password? | Help", which is highlighted with a red box. At the bottom right, it says "Viewing with Firefox (version 25)".

The link will direct an email address to be entered. eTPES support will then send an email with your password re-set and sign in information.



The screenshot shows the "Forgot Password" page. It has the same top navigation as the sign-in page. The main content area contains the text: "If you forget your password, you can reset it using a website link that we provide in an e-mail message. Please enter an e-mail address to help us locate your account." Below this is a form with an "Email:" input field and "Submit" and "Back" buttons. The entire form area is highlighted with a red box.

If trouble signing in continues, click on the **Help** link and access further help resources or contact eTPES Support.



The screenshot shows the "Help" page. At the top, there's a "Forgot your password" link, which is highlighted with a red box. Below it is a "Viewing with Firefox (version 25)" note. The main content area is titled "Login Help" and contains a paragraph about eTPES access requirements. It lists two items under "1. Current listing in the Superintendent or Superintendent Designee role in ODE's OEDS-R" and "2. State ID or educator license in ISSUED status from ODE's office of Educator Licensure". It also mentions that all other eTPES users must have a State ID or educator license in ISSUED status from ODE's office of Educator Licensure. At the bottom, there's a "Technical Support" section with a note about contacting support if experiencing issues.

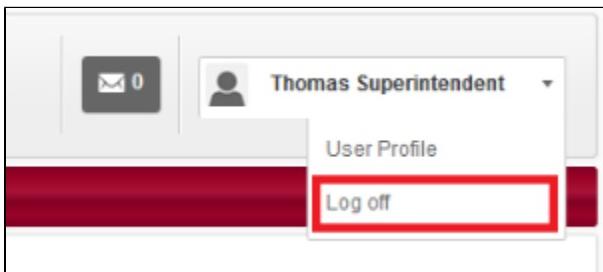
Logging Off

To log off of eTPES, click the name in the top right hand corner of any screen.



A screenshot of the eTPES home page. At the top left is the Ohio eTPES logo featuring a red apple. To its right is a user menu showing 'Thomas Superintendent' with a dropdown arrow. Next to the user name is a small profile icon and a message icon with '0' notifications. Below the header is a red navigation bar with links: HOME, ADMINISTRATION, EDUCATORS, REPORTS, and HELP. The main content area is currently empty.

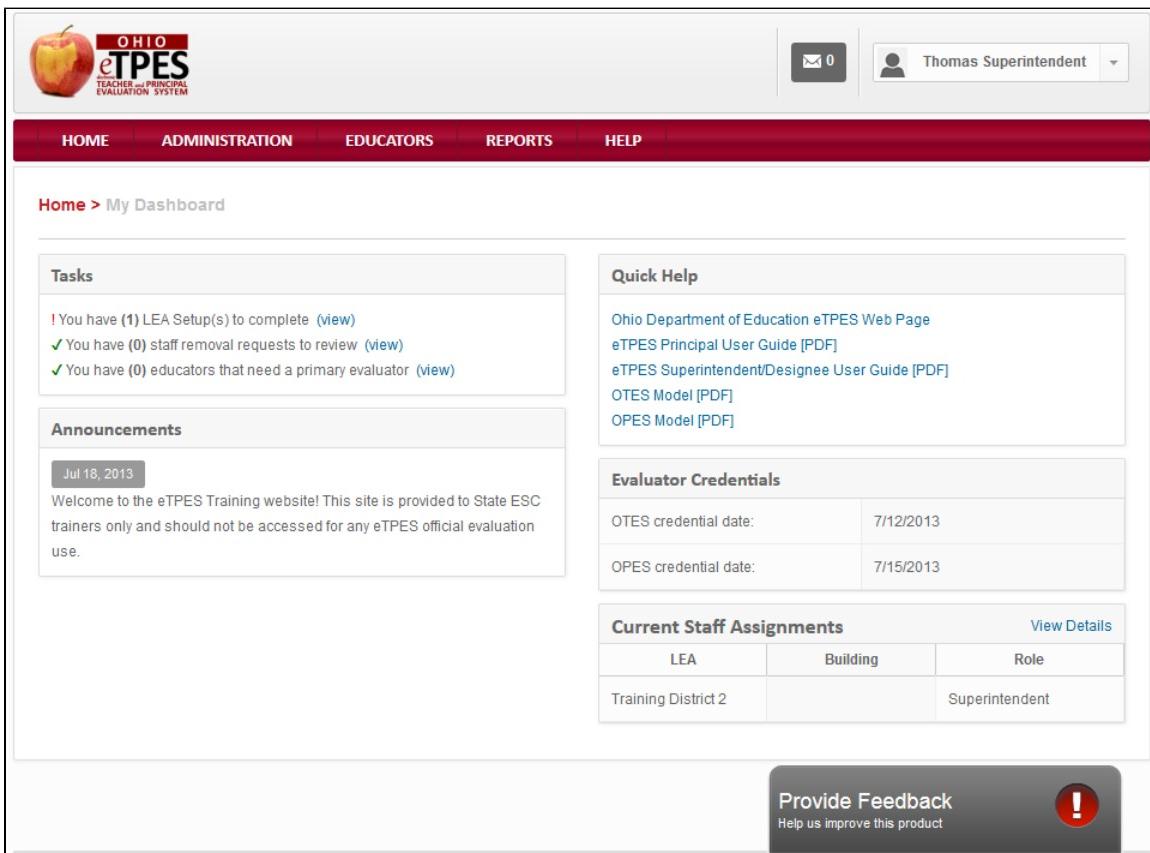
A drop-down menu will populate. Click **Log Off**.



A screenshot of the user profile drop-down menu. It includes a message icon with '0' notifications, a user profile icon, the name 'Thomas Superintendent' with a dropdown arrow, and a 'User Profile' link. At the bottom of the menu is a red rectangular button labeled 'Log off'.

Principal: Home Tab

The **Home** tab is the landing page for eTPES upon logging into the system.



A screenshot of the eTPES principal home tab. The top navigation bar is identical to the home screen. The main content area includes:

- Tasks**: A list of items:
 - ! You have (1) LEA Setup(s) to complete ([view](#))
 - ✓ You have (0) staff removal requests to review ([view](#))
 - ✓ You have (0) educators that need a primary evaluator ([view](#))
- Announcements**: A box containing a message from July 18, 2013, welcoming users to the eTPES Training website.
- Quick Help**: Links to the Ohio Department of Education eTPES Web Page, eTPES Principal User Guide [PDF], eTPES Superintendent/Designee User Guide [PDF], OTES Model [PDF], and OPES Model [PDF].
- Evaluator Credentials**: Tables showing OTES credential date (7/12/2013) and OPES credential date (7/15/2013).
- Current Staff Assignments**: A table showing a staff assignment for Training District 2, Role: Superintendent.
- Provide Feedback**: A button with a red exclamation mark icon and the text 'Help us improve this product'.

Home

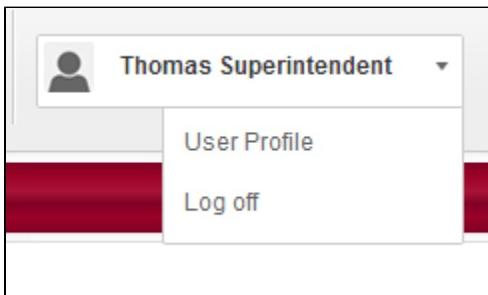
At the top right corner of the screen will be the user-specific inbox and user's name. The name will have an arrow that will, when selected, populate a drop-down list.



The screenshot shows the top navigation bar of the eTPES system. It features the Ohio eTPES logo with a red apple icon. To the right are three icons: a mail icon with '0' notifications, a user profile icon, and a dropdown menu labeled 'Thomas Superintendent'. Below the logo is a dark red horizontal bar containing five white text links: 'HOME', 'ADMINISTRATION', 'EDUCATORS', 'REPORTS', and 'HELP'.

Two options will appear when the drop-down arrow is selected:

- User Profile
- Log off



Tasks

This section lists a variety of items that require attention in the eTPES application. The section will only be displayed for the roles listed in the table below. A link is provided adjacent to each task in order to access the related Feature Area.

Roles	Description of Task	Feature Area (view link)
Superintendent/Designee	You have LEA Setup(s) to complete	Administration > LEA Setup
Superintendent/Designee Principal	You have staff removal requests to review	Administration > Staff Management > Removal Requests
Superintendent/Designee Principal	You have educators that need a primary evaluator	Administration > Evaluator Management > Issue Resolution

Announcements

This section will assist ODE and the LEA in communicating to all eTPES users of release dates, special announcements and deadlines that may be approaching.

Quick Help

The Quick Help section will allow quick access to links with important resources that are available within the eTPES site.

Current Staff Assignments

Current Staff Assignments will give a listing of the active locations and roles that have been assigned to by an Administrator. Clicking on the **View Details** link on this item will open the user-specific **User Profile: Staff Assignments** page.

Evaluator Credentials

The Evaluator Credentials section displays the status of the Teacher and Principal Evaluator Credentialing which is imported from NIET. If it is believed that the Teacher or Principal Evaluator credentialing information is incorrect, log in to the NIET website and verify the credentialing information. If the NIET website is correct and eTPES is incorrect, contact the eTPES Support Team.

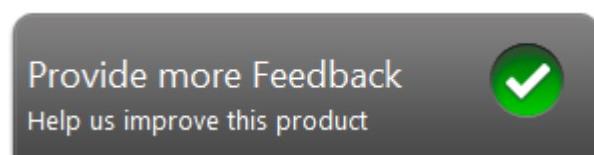
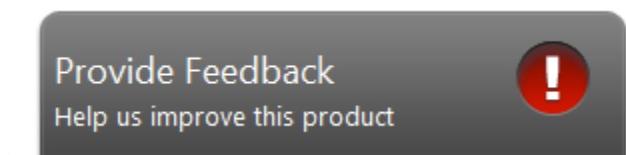
Principal: Providing Feedback on eTPES

The feedback screen is used to give ODE thoughts and opinions on the eTPES system. Feedback will help improve future releases of the product. This is your product, so please take time to give your feedback.

- Do not enter support questions on the feedback screen. These questions will not be answered. Please utilize the link on the **Help** tab for support.

There is a **Provide Feedback** button in the bottom right hand corner of each screen. Click on this button at any time to provide feedback on the current screen. All feedback entered will be sent to the Ohio Department of Education and RANDA in order to improve the product. Please note that this is not a method of obtaining support. Support questions entered in the feedback will not be responded to. If you need support, call the support phone number or email the support email address on the Help screen. An example of the "Provide Feedback" button is shown below on the left.

After feedback has been entered, the icon will change from a red with an exclamation point to green with a check mark. The **Provide More Feedback** option can be selected multiple times to enter additional feedback for that specific screen. A new screen will appear to enter the feedback and previous feedback entered will not be available to view.



The feedback screens are displayed below for reference. Click on the appropriate radio button and/or enter your comments. Click on the **Save** button at the bottom of the screen to save and submit feedback.

We would like your input to improve this product.

This survey form was created to provide you with an opportunity to recommend upgrades and new features in the eTPES product.

For customer support regarding an immediate issue you've encountered while using eTPES, please contact: support@etpes.com or call 1-877-314-1412.

After using this page, please complete the brief survey below.
(1=strongly disagree, 2=disagree, 3=neutral, 4=agree, 5=strongly agree)

1.) This page was useful.

1 2 3 4 5

How could it be improved? (300 character max)

2.) This page was easy to understand and navigate.

1 2 3 4 5

How could it be improved? (300 character max)

3.) This page was responsive and loaded quickly.

1 2 3 4 5

How could it be improved? (300 character max)

4.) This page did not display any errors.

1 2 3 4 5

How could it be improved? (300 character max)

Save

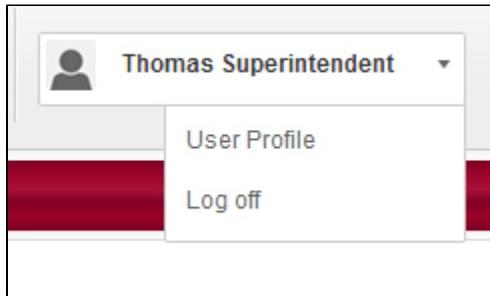


Click the **Save** button to submit your answers.

Principal: User Profile

The **User Profile** feature allows users to review personal settings in eTPES and apply changes to an account.

To access, click the drop-down arrow next to the user's name and select **User Profile**.



Common tasks that can be completed within this feature are:

- Change email address
- Change personal password
- View personal eTPES 4-digit PIN for completion of evaluation forms
- View personal OTES and OPES Evaluator credentialing information
- View personal staff assignments by location and role
- Request removal from a current staff assignment (not available for Superintendent/Designee roles)

A screenshot of the "User Profile: Account Settings" page. It has two main sections: "User Information" and "Evaluator Credentialing".

- User Information:** Contains fields for State ID (TR0000002), First Name (Tony), Last Name (Principal), Username (tony.principal), eTPES PIN (**** View your PIN), and Email (tony.principal@ohiotpes.com). A red box highlights the "View your PIN" link. Below the form are "Save" and "Cancel" buttons.
- Evaluator Credentialing:** Shows OTES credential date (7/12/2013) and OPES credential date (N/A).
- Account Activation:** Shows Last Activation Email Date (Email has not been sent) and Activation Completion Date (Activation has not been completed).

Change email address

To change the email address, access the **User Profile: Account Settings** page and click within the Email text box in the **User Information** section. Enter the correct email address and click on **Save** to apply the change.

Change password

To change the password, access the **User Profile: Account Settings** page and click on **Change Password**. The pop-up shown below will appear.

The screenshot shows a modal dialog box titled "Change Password". At the top right is a "close" button. Below the title, it displays the user information: "Principal, Tony (TR0000002)". The main area contains three input fields: "Old Password", "New Password", and "Confirm New Password". Above the "New Password" field, there is a note: "Password must be at least 8 characters" and "Password is case sensitive". At the bottom of the dialog are two buttons: "Cancel" and "Submit".

Enter the old password. Enter the new password twice. Click **Submit** to apply the new password.

View your PIN

A PIN will be used to signify completion of a form. To view the PIN, stay on the **User Profile: Account Settings** screen. Only personal PINs will be accessible.

Click on **View PIN** link, as shown below.

State ID:	TR0000002
First Name:	Tony
Last Name:	Principal
Username:	tony.principal
eTPES PIN:	**** View your PIN
Email:	tony.principal@ohiotpes.com
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

The PIN will appear to the right of the eTPES PIN label.

View Staff Assignments

To view the history, current location, and role assignments recorded in eTPES, open the **Staff Assignments** tab in the **User Profile** screen as shown below.

The screenshot shows the 'User Profile' screen with the 'Staff Assignments' tab highlighted by a red box. A warning message at the top reads: 'Please do not modify an existing account as a substitute for adding an ed...'. Below it, a note states: 'Evaluation data for each user is tracked by State ID and cannot be reassigned or removed.' The 'User Information' section displays the following details:

State ID:	TR0000002
First Name:	Tony
Last Name:	Principal
Username:	tony.principal
eTPES PIN:	2222 Hide your PIN
Email:	tony.principal@chlotpes.com

At the bottom are 'Save' and 'Cancel' buttons.

The **User Profile: Staff Assignments** information will be displayed. The table shows the list of all staff assignments for the current academic year regardless of the status. A status of **Active** will be displayed for staff assignments that have been setup by an Administrator.

The screenshot shows the 'Staff Roster Assignments for 2013-2014' table. The table has columns: LEA, Building, Role, Status, Last Modified, and Action. One record is listed:

LEA	Building	Role	Status	Last Modified	Action
Training District 2 (900002)	Training School 2.A (700002)	Principal	Active	10/30/2013	request removal

1 record(s)

Only one active assignment is permitted for a single location. Two roles cannot be held at the LEA level or for a specific building. It is possible to have different roles for different locations.

Request Staff Removal

Click the **request removal** link under the **Action** column to report to the LEA or Building Administrator that employment is no longer accurate at a location or if an incorrect assignment is listed. The staff assignment will then change to **Pending Removal** status for follow up by the Superintendent, Superintendent Designee, HR Administrator, or Principal. If the request has been confirmed and needs to be canceled, click the **cancel request** link that appears for any pending removal requests.

If a staff assignment has been removed by the Administrator, the **Status** column will display **Removed** to indicate an inactive assignment.

Superintendent and Superintendent Designee assignments will not include the request removal link. Changes to these assignments must be made in the OEDS system.

View Staff History

To view assignments for previous academic years in eTPES, click the drop-down menu next to Academic Year and select the appropriate range. Please note that all data for prior academic year assignments is read only and cannot be modified.

Principal: Administration Tab

The **Administration** tab will provide LEA/Building Administration tools.

The Administration tools include:

- **LEA Setup** (available for Superintendents only)
- **Staff Management**
- **Evaluator Management**
- **Performance Ratings** (for LEAs set up with Option 3 only)

 The Superintendent/Designee must first carefully complete the LEA setup in order to enable other Administration features. If an LEA is set up with Option 3, then the **Performance Ratings** icon will appear, as shown below. For LEAs set up with Option 1 or 2, the **Performance Ratings** icon will not appear on the Administration dashboard.

Administration



LEA Setup

Configure LEA specific options for the current academic year



Staff Management

View and manage staff assignments by LEA/Building



Evaluator Management

View and manage LEA evaluators and assignments to educators



Performance Ratings

Upload performance ratings from Excel file

The functionality of each feature will be addressed in this section.

Principal: Staff Management

There are four tools to assist an Administrator in the **Staff Management** feature of the **Administration** tab:

Feature Area	Tasks
Staff Assignment	<ul style="list-style-type: none">Verify the accuracy of current LEA/Building staff rostersAdd a new staff assignment by State ID or Name of the userRemove an existing staff assignmentUpdate a user's email addressSend or resend an account activation email
User Search	<ul style="list-style-type: none">Locate a user in eTPES by State ID or NameAdd a new staff assignment into a selected LEA/Building for that userRestore a previously removed staff assignment in the current academic yearView history of a user's staff assignments
Removal Requests	<ul style="list-style-type: none">Review open requests by a staff member to be removed from your LEA/Building rosterApprove requests to be removed from rosterReject requests to be removed from roster
Staff Import	<ul style="list-style-type: none">Export the current LEA or Building rosters to an Excel fileImport a revised LEA or Building roster into eTPES

Staff Management



Assignments

View and update current staff assignments by LEA and Building



User Search

Locate user by State ID or Name (all LEAs and Buildings)



Removal Requests

Review and approve removal requests for staff rosters



Import

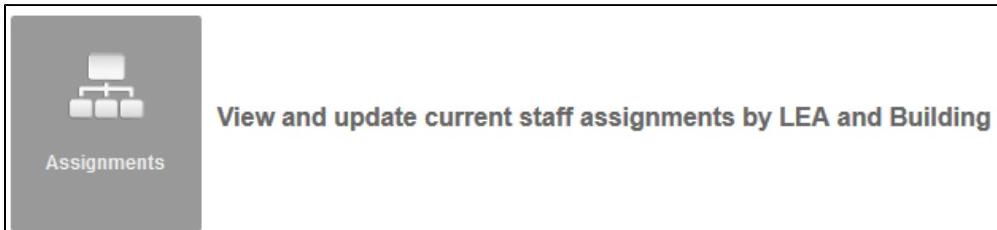
Upload staff assignments by LEA and Building IRNs from Excel file

Principal: Staff Assignment

The **Staff Assignment** feature is accessed through the **Staff Assignment** icon on the **Administration** tab. This feature will allow the user to view and update current staff assignments for LEA(s) and Building(s) based on permissions.

Important tasks that can be completed using this feature area include:

- Adding a staff position to a LEA or Building roster
- Removing a staff position from a roster
- Updating a user's email address
- Sending an activation email notice to an individual user



A selection screen for LEAs or Buildings will appear when there are multiple locations assigned to a user. Select **View Staff** to access the roster for a specific location.

A screenshot of a "Building Selection" screen for "LEA: Training District 2 (900002)". It shows a table with two entries: "Training School 2.A" and "Training School 2.B". Each entry includes an icon, an IRN number, and a "View Staff" link. The interface includes search and navigation buttons at the top.

If there is only one location, click on the **View Staff** link for a multiple location selection, the system will be directed to the staff assignments for an LEA or Building.

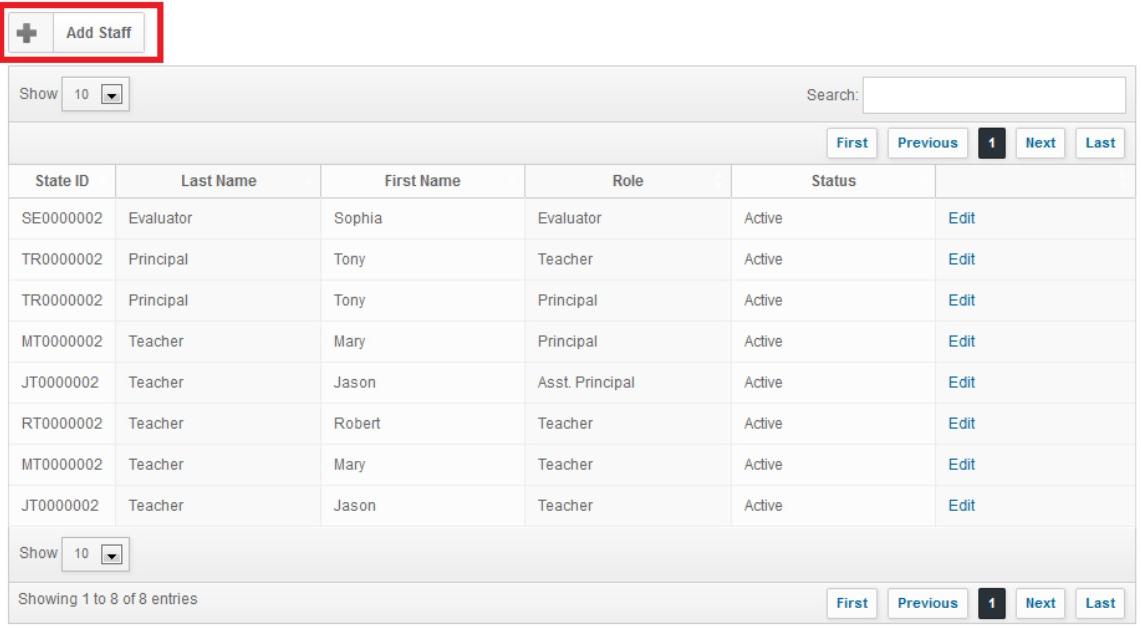
From here the current staff can be viewed as well as the ability to add new assignments, including these roles:

- LEA staff (can only be updated by existing Superintendents/Designees and HR Administrators)
 - HR Administrator
 - Evaluator (only when the selected user has credentials)
 - General Staff
- Building staff
 - Principal
 - Assistant Principal
 - Evaluator (only when the selected user has credentials)
 - Teacher
 - General Staff

Superintendents and Designees must be managed by using the OEDS-R data system. No changes are permitted for these assignments when using the eTPES web features.

Building: Training School 2.A (700002)

The list of staff in the table are currently assigned to the selected LEA/Building. Click "Edit" to change settings for an existing staff assignment or click "Add Staff" to create a new assignment.



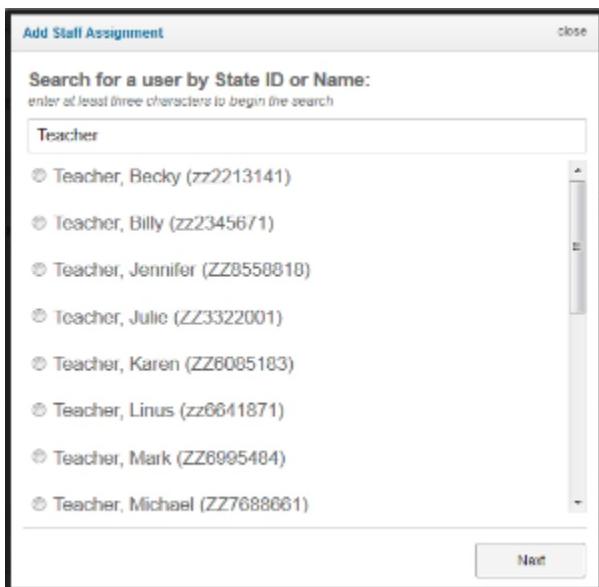
A screenshot of a web-based application showing a list of staff assignments. At the top left is a red-bordered button labeled "Add Staff" with a plus sign icon. Below it is a table with columns: State ID, Last Name, First Name, Role, Status, and Edit links. The table contains 8 entries. At the bottom of the table are "Show 10" and "Search" dropdowns, and navigation buttons for First, Previous, Next, and Last.

State ID	Last Name	First Name	Role	Status	
SE0000002	Evaluator	Sophia	Evaluator	Active	Edit
TR0000002	Principal	Tony	Teacher	Active	Edit
TR0000002	Principal	Tony	Principal	Active	Edit
MT0000002	Teacher	Mary	Principal	Active	Edit
JT0000002	Teacher	Jason	Asst. Principal	Active	Edit
RT0000002	Teacher	Robert	Teacher	Active	Edit
MT0000002	Teacher	Mary	Teacher	Active	Edit
JT0000002	Teacher	Jason	Teacher	Active	Edit

Add New Staff Assignment

To add a new staff assignment, click on the **Add Staff** button, and a pop-up screen will appear.

From this pop-up screen search by State ID or Name (last, first), select the appropriate record, and click on the **Next** link.



A screenshot of a modal dialog titled "Add Staff Assignment". It has a "close" button at the top right. Inside, there's a search input field with placeholder text "Search for a user by State ID or Name: enter at least three characters to begin the search". Below the input is a list of users, each preceded by a radio button. The list includes: Teacher, Becky (zz2213141); Teacher, Billy (zz2345671); Teacher, Jennifer (ZZ0550818); Teacher, Julie (ZZ3322001); Teacher, Karen (ZZ6085183); Teacher, Linus (zz6641871); Teacher, Mark (ZZ6995484); and Teacher, Michael (ZZ7688661). At the bottom right of the list is a "Next" button.

When a user has been selected in the search screen, click **Next** to assign the Role for the staff assignment.

Add Staff Assignment close

Select a Role:
only the valid roles for the selected Building will be shown below

Asst. Principal
 Evaluator
 General Staff
 Principal
 Teacher

[Previous](#) [Next](#)

Select a role from the displayed options, then click **Next**.

Add Staff Assignment close

Summary:
please review the selected User, Building, and Role before submitting

User: Teacher, Jennifer (ZZ8658818)
Building: School A (000010)
Role: Teacher

Send account activation email
 Approve to evaluate principals
 Approve to evaluate teachers

[Previous](#) [Submit](#)

If the user has not already activated an eTPES account for the current academic year, select the option to send them an activation email by enabling the **Send account activation email** option. If the user has OTES and/or OPES evaluator credentialing, the LEA Superintendent or Designee can approve them as an Evaluator. After reviewing and confirming the optional settings, click **Submit** to apply the changes. To cancel the process without adding the staff assignment, click **close** in the upper right hand corner of the window.

! When working with an existing user at the selected LEA or Building, there is an additional option in red on the summary screen that requires acknowledgement that a role change is being applied. This option must be selected in order to click the **Submit** button.

View and Edit a User

To view and edit a user through the **User Dashboard** select the **Edit** link on the right side of the Staff listing screen, as shown.

ZZ6995484	Teacher	Mark	Teacher	Active	Edit
-----------	---------	------	---------	--------	-------------

On the **User Dashboard** there are two tabs:

- **Account Settings**
- **Staff Assignments**



The User dashboard can be accessed by State ID or Name by utilizing the User Search icon on the **Staff Management** dashboard.

The **Account Settings** tab will allow a non-role specific user account settings to be viewed including, name, email, username, and evaluator credentialing information.

Principal, Tony (TR0000002)

[Back to previous page](#)

Account Settings	Staff Assignments
------------------	-------------------

Please do not modify an existing account as a substitute for adding an educator.

Evaluation data for each user is tracked by State ID and cannot be reassigned or removed.

User Information	Evaluator Credentialing
<p>State ID: TR0000002 First Name: Tony Last Name: Principal Username: tony.principal eTPES PIN: **** Email: <input type="text" value="tony.principal@ohiotpes.com"/></p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p>	<p>OTES credential date: 7/12/2013 OPES credential date: N/A</p>
Account Activation	
	<p>Last Activation Email Date: Email has not been sent. Activation Completion Date: Activation has not been completed.</p> <p><input type="button" value="Send Activation Email"/></p>

The **Staff Assignments** tab allows the roster details for the selected user to be viewed, as well as remove or restore assignments.

Principal, Tony (TR0000002)

[Back to previous page](#)

Account Settings	Staff Assignments				
The table below lists all staff assignments for the eTPES account by selected academic year. You cannot make changes to previous academic year information.					
Academic Year: <input type="button" value="2013-2014"/>	<input type="button" value="Add Staff"/> remove				
Staff Roster Assignments for 2013-2014					
LEA	Building	Role	Status	Last Modified	Action
Training District 2 (900002)	Training School 2.A (700002)	Principal	Active	11/11/2013	remove
Training District 2 (900002)	Training School 2.A (700002)	Teacher	Removed	11/19/2013	restore
2 record(s)					

Staff assignments can be added from this view as well. When the **Add Staff** button is selected, a pop-up will appear and will allow a new assignment for that staff member to be added. To remove a staff assignments select the **remove** link under **Actions**. This option only appears with Administrative access for the LEA and Building.

- i** More than one active assignment in the same location for a user can not be added. Attempting to add a second role for the same user and location is considered a role change and will remove any existing assignments for that location.

Assignments in previous academic years may be viewed by changing the selection next to the Academic Year label. There are no editing features enabled when accessing previous academic year information.

Principal: User Search

The next option on the **Staff Management** dashboard, is the **User Search** icon. This feature allows a user to view and edit a staff member as discussed in the previous section without having to access that user by browsing the Staff Assignment feature area.

Click on the **User Search** icon to be directed to the screen below.

Ohio eTPES
TEACHER and PRINCIPAL EVALUATION SYSTEM

Thomas Superintendent

HOME ADMINISTRATION EDUCATORS REPORTS HELP

Home > Administration > Staff Management > User Search

User Search

Teacher

Enter a State ID, first, or last name and click on the search results list item to access the User Dashboard.
NOTE: All users in the eTPES system must have a valid State ID. Please use this search feature to assist with employee transfers and relocations.

User Search Results										
Show	10	First	Previous	1	2	3	4	5	Next	Last
State ID	Last Name	First Name	Location(s)	Action						
JT0000002	Teacher	Jason	Multiple Locations	User Profile						
MT0000001	Teacher	Mary	Multiple Locations	User Profile						
MT0000002	Teacher	Mary	Multiple Locations	User Profile						
MT0000003	Teacher	Mary	Training School 3 (700003)	User Profile						

Enter a portion of the State ID, first name, or last name of the person of interest. Once the results are provided, a user profile can be viewed for a selected record by clicking on the **User Profile** link on the right side of the screen.

State ID	Last Name	First Name	Location(s)	Action
JT0000002	Teacher	Jason	Multiple Locations	User Profile

The **User Profile** link will direct the system to that user's Account Settings and Staff Assignments that were discussed in the previous section.

Principal: Removal Request

The third option on the **Staff Management** dashboard, is the **Removal Requests** icon.

The **Removal Requests** feature gives the ability to approve the removal of a staff member from a roster. A user will have the ability to request removal of their name from a roster if they feel there is any inaccuracy. The Administrator must approve or reject such requests via the Removal Requests feature.



This feature does NOT apply to the removal of Superintendents or Designees. Any changes for these roles must be made using the State OEDS system.

Click on the **Removal Requests** icon to be directed to the screen below.

Home > Administration > Staff Management > Removal Requests

Removal Requests

The staff assignments listed below have been set by the user for removal for the IRN and role specified. Please select one or more record(s), then click the Remove staff assignment or Keep staff assignment button as appropriate.

Remove staff assignment(s) Keep staff assignment(s)

	State ID	Name	LEA	Building	Role	Status
<input type="checkbox"/>	TR0000002	Principal, Tony	Training District 2 (900002)	Training School 2.A (700002)	Principal	Pending Removal
<input type="checkbox"/>	RT0000002	Teacher, Robert	Training District 2 (900002)	Training School 2.A (700002)	Teacher	Pending Removal

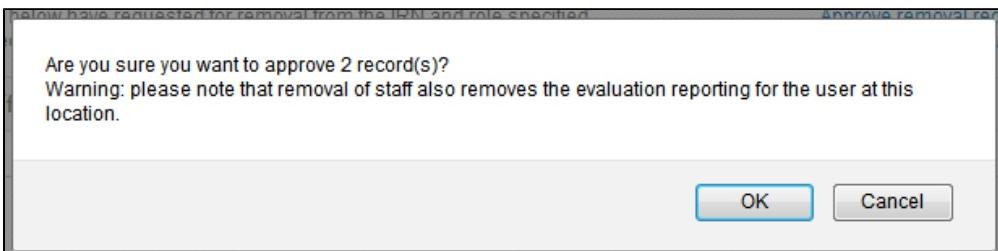
If there are no pending removal requests a message will appear indicating no staff removal requests were found.

Approve or Reject Staff Removal Requests

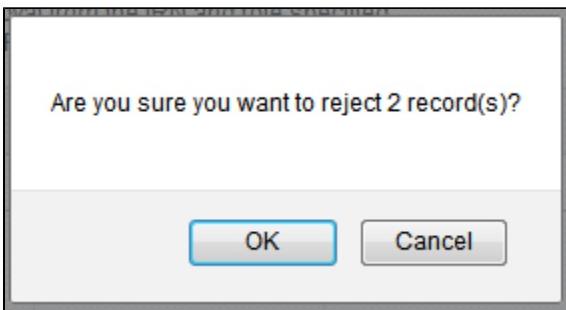
Select one or more removal requests by clicking the check-boxes to the left of each row. Select all records by clicking the check-box at the top left next to the State ID column label.

Then, select the **Remove staff assignment(s)** or the **Keep staff assignment(s)** button depending on the desired outcome. Removing an Educator will allow for the removal from a roster. The keep staff assignments action will prevent the remove from roster and cancel the request.

Click the **Remove staff assignment(s)** button and the following confirmation window will appear. Click **OK** to proceed with the staff removals or **Cancel** to return to the previous selection screen with no action.



Click the **Keep staff assignments** button and the following confirmation window will appear. Click **OK** to proceed with the removal cancellations or **Cancel** to return to the previous selection screen with no action.



- ! No evaluation data is removed during this process. You may correct an accidental removal by restoring the staff position using other Staff Management tools.

Principal: Staff Import

Upload staff assignments by LEA and Building IRNs from Excel file

On the **Staff Management** dashboard, select the LEA(s) or Building(s) for which to modify staff assignments. Once the locations have been selected, click on the **Download Excel Template** icon, outlined in red below.

Home > Administration > Staff Management > Import

Import

View Instructions (PDF)

1 - Create Template File

Training District 2 (900002)
 Training School 2.A (700002)
 Training School 2.B (800002)

Select LEAs and/or Buildings in the panel, then click the download Excel Template button to create a customized staff template.

Pick a format: .xlsx

Download Excel Template

When prompted to open the file in Excel, press **OK**.

HOME ADMINISTRATION

Opening eTPES_StaffImport_Template.xlsx

You have chosen to open:
 eTPES_StaffImport_Template.xlsx
which is: Microsoft Excel 97-2003 Worksheet (6.4 KB)
from: http://training.ohiotpes.com

What should Firefox do with this file?

Open with Microsoft Excel (default)
 Save File
 Do this automatically for files like this from now on.

OK Cancel

Import

View Instructions (PDF)

1 - Create Template File

2 - Select File to Import

Click "Select a Staff File" to change

No file selected. Select a file

After clicking **OK**, the template will appear in Excel as shown below.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	LEA IRN	Building IRN	State ID	Last Name	First Name	Email	Role	Principal Evaluator Credential Date	Approved to evaluate principals?	Teacher Evaluator Credential Date	Approved to evaluate teachers?	Remove from roster?	Send activation email?
2	900061	700061	TR0000061	Hiltner	Catherine		Principal		No	07-12-2013	Yes	No	No
3	900061	700061	MT0000061	Teacher	Mary		Teacher		No		No	No	No
4	900061	700061	RT0000061	Teacher	Robert				No		No	No	No
5													

The template that is downloaded will have thirteen columns that are both gray and white. The gray columns are not to be edited or changed. This information is provided to the eTPES system through OEDS, EMIS and other vendor systems. If changes need to be made, please contact those respective representatives for your LEA.

The only white columns that you have the ability to change are:

- Email
- Role
- Approved to evaluate (may only be updated by Superintendents/Designees)



The Evaluator credential dates are provided to eTPES by NIET. If there is no date in the field, the user is not eligible to be assigned as an Evaluator in eTPES. The columns for approving evaluators may only be edited by Superintendents and Superintendent Designees.

- Remove from roster
- Send activation email

All other fields will be populated based on the information provided by the state system.

To add a user, scroll down to the end of the list, and copy and paste the LEA IRN and Building IRN to the rows needed for additional users. Manually enter their state ID, last name, first name, email, role and corresponding yes/no entries for the remaining columns.



The **Role** recorded must be a valid role name in eTPES:

- TEACHER
- PRINCIPAL
- ASST. PRINCIPAL
- HR ADMINISTRATOR
- EVALUATOR
- GENERAL STAFF

To remove an Educator from a roster **DO NOT** delete the row that Educator is entered on, rather change the **Yes/No** answer under **Remove from Roster?** from No to Yes.

The **Credential Date**, preceding the **Approve to Evaluate?** column, is provided to eTPES by NIET. If there is no date in the preceding field, the approved to evaluate field must be kept and set to NO until a valid credential date is provided by NIET.

Removing and Adding a User

To remove a user from an LEA, go to the **Remove from Roster?** column on the template. The default to this column is to have the field marked NO. To remove the user, manually type YES into this field.



Do not delete a row in an attempt to remove a user from your roster; the row removal will be ignored during import into eTPES. The system must identify the text "YES" in the **Remove from Roster** column in order to properly remove a user from the roster.

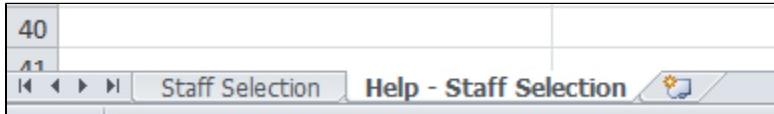
To add a new user to a roster, go to the end of the user list on the template being worked on at the time. Copy and paste the LEA and Building IRNs (if applicable) from the previous user's row, add the state ID, first and last name, email, and role. Then fill in the remaining fields.

Moving a User

To move a user from one building to another, remove the user from their original building and then add them to another building. To remove them from their original building, follow the steps as explained before by marking the **Remove from Roster?** field as YES for the user that is to be removed. This will remove them from that building's roster.

To add that user to another building, follow the steps for adding a new user by copying and pasting the LEA from the previous user's row in the template, then add the new Building IRN for the added user. Fill out the state ID, first and last name, email, role, and remaining fields. Ensure the **Remove from Roster?** field reads NO.

For more help on using the template, click on the **Help - Staff Selection** tab found at the bottom right corner of the Excel template.



This tab, shown below, will give any information needed to continue importing the staff.

Help for Staff Selection	
1 Only one combination of State ID, LEA IRN, Building IRN, and Role is permitted. Multiple assignments may be given to the same Staff State ID, but must be in different LEA/Building IRNs.	
2 LEA IRN	Display of LEA IRN; do not modify
3 Building IRN	Display of Building IRN; do not modify
4 State ID	Display of Staff State ID; do not modify
5 Last Name	Display of Last Name; do not modify
6 First Name	Display of First Name; do not modify
7 Email	Email Address
8 Role	Role Name; please use exact text for each record: Teacher, Principal, Asst. Principal, HR Administrator, Evaluator, or General Staff
9 Principal Evaluator Credential Date	Display of NIET evaluator credential date; imported from NIET system by Staff State ID
10 Teacher Evaluator Credential Date	Display of NIET evaluator credential date; imported from NIET system by Staff State ID
11 Approved to evaluate teachers?	Superintendent/Designee may enter yes in this column to authorize user as an evaluator at the IRN(s) specified
12 Approved to evaluate principals?	Superintendent/Designee may enter yes in this column to authorize user as an evaluator at the IRN(s) specified
13 Remove from roster?	Remove from roster (enter yes in the column to remove the staff assignment at the specified IRNs)
14 Send activation email?	Send eTPES system activation email (enter yes in the column)
15	

Once the form has been completed, go to **File** and then **Save As**. It is recommended to save this template to the Desktop.

Scroll down on the **Staff Import** page and click the **Select a File** button to find the document that was just saved.

A screenshot of the 'Import' page. At the top, there is a link to 'View Instructions (PDF)'. Below it, a green checkmark indicates '1 - Create Template File'. A 'Get another template' button is next to it. The main section is titled '2 - Select File to Import'. It contains a note: 'Click "Select a Staff File" to choose a valid eTPES Staff template.' Below this is a file input field with the placeholder 'No file selected.' and a red box highlighting the 'Select a file' button next to it.

Once the correct file is selected, click **Submit for Processing**.

Import

 View Instructions (PDF)

 1 - Create Template File

[Get another template](#)

2 - Select File to Import

Click "Select a Staff File" to choose a valid eTPES Staff template.

eTPES_StaffImport_Template(1).xlsx

 [Select a file](#)

Next click "Submit for Processing" to begin the upload process.

 [Submit for Processing](#)

The eTPES system will process the changes and additions that have been made to the template.

Before changes are applied, click on **View Error Report**.

✓ 1 - Create Template File
✓ 2 - Select File to Import
3 - Process File

Upload and processing complete. Next, review the changes and check for errors.
To complete the process click "Apply Changes".

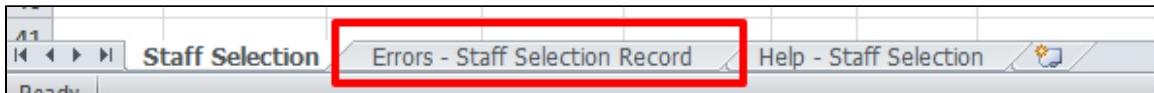
View Error Report **Apply Changes** **Cancel Changes**

Staff Selection Sheet Staff Selection completed.
Help - Staff Selection Skipping Help - Staff Selection, it is a help sheet.
File processing complete.

This report will be in an Excel sheet and provide an opportunity to review the records that will be uploaded to the system, as shown below.

A	B	C	D	E	F	G	H	I	J	K	L	M	
1	The following records will be uploaded												
2													
3	LEA IRN	Building IRN	State ID	Last Name	First Name	Email	Role	Principal Evaluator Credential Date	Approved to evaluate principals?	Teacher Evaluator Credential Date	Approved to evaluate teachers?	Remove from roster?	Send activation email?
4	900001	700001	TR0000001	Principal	Jane		Principal	No	07-12-2013	Yes	No	No	
5	900001	700001	MT0000001	Teacher	Mary		Teacher	No		No	No	YES	
6	900001	700001	RT0000001	Teacher	Robert		Teacher	No		No	No	No	

At the bottom of the Excel sheet, there will be an additional tab labeled **Errors - Staff Selection Record**.



This tab, will show any errors or discrepancies that are in the data input.

The image below shows the record that has the error.

A	B	C	D	E	F	G	H	I	J	K	L	M	
1	Errors for Staff Selection												
2	LEA IRN	Building IRN	State ID	Last Name	First Name	Email	Role	Principal Evaluator Credential Date	Approved to evaluate principals?	Teacher Evaluator Credential Date	Approved to evaluate teachers?	Remove from roster?	Send activation email?
3	900001	700001	TS0000001	Superintendent	Jane	js@ohiotpes.com	Superintendent	07-12-2013	Yes	07-12-2013	Yes	No	No
4													
5													
6													

Scroll to the end of the report to see the error.

I	J	K	L	M	N	O	P
1							
2							
3	Approved to evaluate principals?	Teacher Evaluator Credential Date	Approved to evaluate teachers?	Remove from roster?	Send activation email?	Row Number	Error
4	Yes	07-12-2013	Yes	No	No	2	Superintendents and Designees must be assigned at the LEA level.
5							
6							

In this case, in the second row and the original template, Jane Superintendent has an incorrect role assigned to her that can only be assigned at the LEA level.

Be sure to check this report before clicking the **Apply Changes** button to finalize the data.



The errors cannot be corrected from the error report. Once the errors have been reviewed, it is very important to go back into the original template and correct the errors. Then re-submit the template and apply the changes.

Upon review of the data and correction of the errors, click **Apply Changes** to finalize.

✓ 1 - Create Template File

✓ 2 - Select File to Import

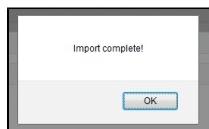
3 - Process File

Upload and processing complete. Next, review the changes and check for errors.
To complete the process click "Apply Changes".

View Error Report **Apply Changes** Cancel Changes

Staff Selection Sheet Staff Selection completed.
Help - Staff Selection Skipping Help - Staff Selection, it is a help sheet.
File processing complete.

A notification of completion will appear.



The roster can now be accessed by clicking on the **Educators** tab on the tool bar and clicking the **Educators** button, shown below.

! Users with a role of General Staff will not be evaluated in eTPES and do not display in the Educators tab lists.

HOME ADMINISTRATION **EDUCATORS** REPORTS HELP

Home > Educators

Academic Year: 2013-2014

Educator Quick Search

Enter 3 or more characters to search

Educator Lists

 View educator lists by LEA and building assignment

! Any user data that is uploaded to the eTPES system through this feature will be considered accurate and real data. Therefore, any upload for an LEA or building based import, MUST be comprehensive to avoid automated removal of staff that is not intended.

Principal: Evaluator Management

The **Evaluator Management** feature of the **Administration** tab has three tools to assist an Administrator:

Feature Area	Tasks
LEA Approved Evaluators	<ul style="list-style-type: none">Review a listing of all credentialed OTES and OPES evaluators in your LEAApprove all staffed OTES evaluators to be utilized in the LEAApprove all staffed OPES evaluators to be utilized in the LEAIndividually approve or remove OTES and OPES credentialed evaluators
Evaluator Assignments	<ul style="list-style-type: none">Review all primary and secondary evaluators by educator assignment within a selected buildingAdd or remove secondary evaluators for one or more selected educators at a timeAdd or change primary evaluator assignment for one or more selected educators at a time
Issue Resolution	<ul style="list-style-type: none">Review all evaluations that do not have a primary evaluator assignmentAdd a primary evaluator assignment



The LEA Approved Evaluators feature is only available for Superintendents and Superintendent Designees

Evaluator Management

LEA Approvals

Update availability settings for credentialed evaluators within LEA staff lists

Assignments

View and update primary and secondary evaluator assignments

Issue Resolution

Review and correct missing primary evaluator assignments for educators

Principal: Evaluator Assignment

The **Assignment** feature provides a way to assign primary and any required secondary Evaluators to one or more Educators at a time.



View and update primary and secondary evaluator assignments

Assignments

A selection screen for LEAs or Buildings will appear for users with multiple locations. Select **View Evaluator Assignments** to access the list of Educators and the current Evaluators for a specific location.

Home > Administration > Evaluator Management > Assignments > LEA: Training District 2 (900002) > Building: Training School 2.A (700002)

Training School 2.A (700002)

[View Teachers](#) [View Principals](#)

Select one or more educators in the list below and click **Edit Selected Record(s)** to modify the Primary and/or Secondary Evaluator assignments. Note: Evaluators must be credentialed and approved in order to be available in selection lists.

 [Edit Selected Record\(s\)](#)

Evaluator Assignments for Teachers					
	State ID	Name	Evaluation Type	Primary Evaluator	Secondary Evaluator(s)
<input type="checkbox"/>	JT0000002	Teacher, Jason	OTES	Principal, Tony	
<input type="checkbox"/>	MT0000002	Teacher, Mary	OTES	Principal, Tony	
<input type="checkbox"/>	RT0000002	Teacher, Robert	OTES	Principal, Tony	

 To toggle the list of Educators from Teachers to Principals, click the **View Principals** link to change the list to OPES evaluations. To restore the view to Teachers, click the **View Teachers** link.

To assign a primary Evaluator to an Educator, simply check the box on the line of the desired Educator(s). The **Edit Selected Record(s)** button will appear above the list of Educators. Clicking that button will bring up a list of available primary Evaluators for the building.

Manage Evaluators Window

Primary Evaluator:

Choose one evaluator to be the primary evaluator.

Principal, Jane (TR0000001) Training School 1 Principal	<input type="checkbox"/>
Superintendent, Jane (TS0000001) Training District 1 Superintendent	<input checked="" type="checkbox"/>

[click here to add secondary evaluators...](#)

This will change the primary evaluator on 1 record(s).

[Cancel](#) [Apply](#)

Check the box next to the Primary Evaluator to make a selection. If needed, click the link in the screen on the right to display a list of available secondary Evaluators.



The selected primary Evaluator will not be available to choose as a secondary Evaluator for the same Educator.

Below is an example of the list available of secondary Evaluators.

Manage Evaluators Window

Primary Evaluator:

Choose one evaluator to be the primary evaluator.

Principal, Jane (TR0000001) Training School 1 Principal	<input type="checkbox"/>
Superintendent, Jane (TS0000001) Training District 1 Superintendent	<input type="checkbox"/>

Secondary Evaluator(s):

Choose one or more evaluators to be secondary evaluators.

Principal, Jane (TR0000001) Training School 1 Principal	<input type="checkbox"/>
Superintendent, Jane (TS0000001) Training District 1 Superintendent	<input type="checkbox"/>

No changes have been selected.

No changes have been selected.

[Cancel](#) [Apply](#)

To select more than one Secondary Evaluator from the list, click the box and then click **Apply**. Confirm the changes made to the Educators selected. Clicking **OK** will enter the Evaluators names in the fields of the Educator.

Evaluator Assignments for Teachers					
	State ID	Name	Evaluation Type	Primary Evaluator	Secondary Evaluator(s)
<input type="checkbox"/>	MT0000001	Teacher, Mary	OTES	Principal, Jane	Superintendent, Jane
<input type="checkbox"/>	RT0000001	Teacher, Robert	OTES	Principal, Jane	Superintendent, Jane

To update Evaluator assignments for more than one Educator select multiple check-boxes in the Evaluator Assignment list.

Evaluator Assignments for Teachers		
	State ID	Name
<input checked="" type="checkbox"/>	ZZ6085183	Teacher, Karen
<input type="checkbox"/>	ZZ6995484	Teacher, Mark
<input checked="" type="checkbox"/>	ZZ4120687	Teacher, Robert
<input checked="" type="checkbox"/>	ZZ1147713	Teacher, Sally

4 record(s)

Edit 3 Selected Record(s)

When Evaluators are chosen for the group of Educators, click **Apply**, then **OK**. If an individual Educator needs further changes, they may be selected individually.

Principal: Evaluator Issue Resolution

The Evaluator **Issue Resolution** feature allows an Administrator to view and correct evaluations that do not currently have a primary Evaluator assigned. A new primary Evaluator can be assigned if the original Evaluator has been removed or deactivated from the approved credentialled evaluator list.



! The full-featured Evaluator Assignment utility is a recommended alternative to assign Evaluators to more than one Educator at a time. The **Issue Resolution** screen is useful for monitoring and correcting problems that arise from staff removals or additions during the year.

Educators are only listed for correction for their assigned Administrators.

The list of educators below have evaluations that require a Primary Evaluator assignment. Please assign a Primary Evaluator to each record.

Issue Resolution: Evaluations without Primary Evaluators					
Show 10 <input type="button" value="▼"/>		Search: <input type="text"/>			
				First Previous 1 Next Last	
State ID	Name	LEA	Building	Evaluation Type	Action
ZZ7432305	Principal, Samantha	Demonstration District 1	School B	OPES	Assign Evaluator
ZZ8215968	Principal, Matthew	Demonstration District 1	School C	OPES	Assign Evaluator
ZZ0131738	Principal, Catherine	Demonstration District 1	School D	OPES	Assign Evaluator
ZZ4120687	Teacher, Robert	Demonstration District 1	School A	OTES	Assign Evaluator
ZZ1147713	Teacher, Sally	Demonstration District 1	School A	OTES	Assign Evaluator
ZZ7688661	Teacher, Michael	Demonstration District 1	School C	OTES	Assign Evaluator
ZZ8558818	Teacher, Jennifer	Demonstration District 1	School D	OTES	Assign Evaluator
ZZ5714359	Teacher, Preston	Demonstration District 1	School B	OTES	Assign Evaluator
ZZ6995484	Teacher, Mark	Demonstration District 1	School A	OTES	Assign Evaluator

Show 10 Showing 1 to 9 of 9 entries First Previous **1** Next Last

Click the **Assign Evaluator** link for a specific Educator to correct the missing primary Evaluator. A list of approved primary Evaluators for the Educator's building will be displayed.

Change Primary Evaluator

Select one LEA approved evaluator to be the Primary Evaluator:

Superintendent, Jane (ZZ4877821)
Demonstration District 1 | Practice Superintendent



[Cancel](#)

[Apply](#)

Select one of the Evaluators in the list and click **Apply** to confirm the assignment.

Principal Administration: Performance Ratings



Upload performance ratings from Excel file

Performance Ratings

i The **Performance Ratings** icon will allow LEAs set up with Option 3 to have a bulk upload of performance ratings from an Excel file. Options 3 LEAs will also have the ability to manually enter performance ratings through the Final Summative form for each individual Educator.

LEAs that are set up with Option 1 or 2 will not have the ability to bulk upload performance ratings and will have to enter ratings manually for each individual Educators through the Final Summative form once a formal observation has been completed through eTPES.

To begin the Performance Ratings import, go to the **Administration** tab on the eTPES Dashboard. Once you are on the Administration page, click on the performance rating import icon to be directed to the import feature.

This feature is similar in functionality to the Staff Import and SGM Import features in eTPES.

! This feature must be completed on a desktop or a laptop rather than an iPad.

1- Create Template File

The screen has three sections. The first section will give the ability to download the template. To download the template, click on the LEA or building for which you will be importing, select a format, and then click on the **Download Excel Template** button.

Home > Administration > Performance Ratings Import

Performance Ratings Import

1 - Create Template File

Training District 1 | Training School 1

Select LEAs and/or Buildings in the panel, then click the download Excel Template button to create a customized ratings template.

Pick a format: **xlsx**

 **Download Excel Template**

When you open the template there will be tabs at the bottom of the page that will guide you through filling it out. The first tab is the Instructions tab. Please read through these instructions prior to filling out the template as these instructions are important.

A1 Instructions for Performance Ratings

1 Instructions for Performance Ratings

2

3 This function allows import of educators' final cumulative Performance ratings. The final Performance ratings will be imported into the Final Summative form. Data can be added or modified man

4 If you have any questions regarding completion of this template, please contact technical support for assistance.

5

6 LEA IRN Display of Educator's LEA IRN; do not modify

7 Building IRN Display of Educator's Building IRN; do not modify

8 State ID Display of Educator's State ID; do not modify

9 Last Name Display of Educator's Last Name; do not modify

10 First Name Display of Educator's First Name; do not modify

11 Role Display of Educator's role; do not modify

12 Locked Display whether the existing performance rating may be changed; do not modify

13 Performance Rating Enter the educators' appropriate Performance rating. The acceptable ratings are: Accomplished, Skilled, Developing, and Ineffective.

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Ready

Note that Performance Ratings can be added or modified manually after importing.



- A new template must be created each time an import is completed.
- Do NOT re-user a template. The import will overwrite the existing data with the data from the template.
- If the Administrator has entered their PIN to complete the Final Summative Rating for any Educator, changes cannot be made on the template for that particular Educator. The performance rating for that Educator will be gray and can not be edited.

Click on the Performance Ratings tab on the template, to display the Educators and their performance rating, if previously entered.

	A	B	C	D	E	F	G	H	I	J
1	lea irn	building irn	state id	last name	first name	role	locked	performance rating		
2	900001	700001	TR0000001	Principal	Jane	Principal	No			
3	900001	700001	MT0000001	Teacher	Mary	Teacher	No			
4	900001	700001	RT0000001	Teacher	Robert	Teacher	No			
5										
6										
7										
8										
9										
10										
11										
12										

A few things to remember each time you fill out a template:

- The gray columns are not able to be edited on the template.
- In addition, Educators can not be added or removed from the template.
- Enter the new ratings to be imported in the **Performance Rating** column.
- The acceptable ratings are: **accomplished, skilled, developing and ineffective**.

When the performance ratings have been entered on the template, go to **File** and **Save As**. It is recommended that the file be saved to the Desktop so that it can be easily retrieved.

2 – Select File to Import

In the section section, select the file to be uploaded to the system by clicking on the on **Select a file**.

Find the file that was just saved on the desktop, and double click on it to open it in the system.

Click **Submit for Processing**.

Home > Administration > Performance Ratings Import

Performance Ratings Import

✓ 1 - Create Template File

2 - Select File to Import

Click "Select a Ratings File" to choose a valid eTPES Ratings template.

 Select a file

eTPES_Performance_Ratings_Template
(3).xlsx

Next click "Submit for Processing" to begin the upload process.

 Submit for Processing

3- Process File

The eTPES system will process the file and check for errors. To view the error report, click on **View Error Report** and open the file.

This file will contain the information you imported and any errors. Look at the bottom of the screen for the tab labeled **Errors**. This tab will list the errors in the last column. Review the errors, correct them in the template file and save the file. eTPES will indicate the errors that were found similar to what is shown below.

The screenshot shows a process flow with three main steps:

- 1 - Create Template File (Completed)
- 2 - Select File to Import (Completed)
- 3 - Process File (In Progress)

Below step 3, a message states: "Upload and processing complete. Next, review the changes and check for errors. To complete the process click "Apply Changes".

At the bottom, there are three buttons: "View Error Report" (highlighted with a red box), "Apply Changes", and "Cancel Changes".

In the error report section, a red box highlights the first seven items in a list of errors:

- Instructions - Performance Rati Skipping Instructions - Performance Rati, it is a help sheet.
- 2 Performance Ratings Performance rating value is invalid, please see the help sheet for valid values.
- 3 Performance Ratings Performance rating value is invalid, please see the help sheet for valid values.
- 4 Performance Ratings Performance rating value is invalid, please see the help sheet for valid values.
- 5 Performance Ratings Performance rating value is invalid, please see the help sheet for valid values.
- 6 Performance Ratings Performance rating value is invalid, please see the help sheet for valid values.
- 7 Performance Ratings Performance rating value is invalid, please see the help sheet for valid values.

After the errors, the message "Performance Ratings Sheet Performance Ratings completed." and "File processing complete." is displayed.

This report will be in an Excel sheet and provide an opportunity to review the records that will be uploaded to the system. If there are errors to view, an error tab at the bottom will appear to indicate that.



When the tab is selected, the template will detail all of the errors that need to be corrected.

Errors for Performance Ratings																
lea_irn	building_id	state_id	last_name	first_name	role	locked	perfor	Row Num	Error							
900002	700002	TR000000	Principal	Tony	Principal	No	3	2	Performance rating value is invalid, please see the help sheet for valid values.							
900002	800002	KP000000	Principal	Karen	Principal	No	3	3	Performance rating value is invalid, please see the help sheet for valid values.							
900002	700002	MT000000	Teacher	Mary	Teacher	No	3	4	Performance rating value is invalid, please see the help sheet for valid values.							
900002	700002	RT000000	Teacher	Robert	Teacher	No	3	5	Performance rating value is invalid, please see the help sheet for valid values.							
900002	800002	ST000000	Teacher	Susan	Teacher	No	3	6	Performance rating value is invalid, please see the help sheet for valid values.							
900002	Multiple	JT000000	Teacher	Jason	Teacher	No	3	7	Performance rating value is invalid, please see the help sheet for valid values.							

The example shows that invalid values have been entered. Go back to eTPES and click **Cancel Changes**. Download another template and repeat steps 1 and 2 in the import process.



If the template file is loaded with the errors, the rows with errors will not be loaded.

Once errors are corrected, reload the template with the corrections. To do this, go back into eTPES and click on **Cancel Changes**. After the errors have been corrected and the file saved, click on **Select a File** and chose the corrected file. Click on **Submit for Processing** and check the error report when the file has processed.

When there are no more errors and the template is ready to be processed, click on **Apply Changes**.

✓ 1 - Create Template File

✓ 2 - Select File to Import

3 - Process File

Upload and processing complete. Next, review the changes and check for errors.
To complete the process click "Apply Changes".

! View Error Report Apply Changes Cancel Changes

Instructions - Performance Rati Skipping Instructions - Performance Rati, it is a help sheet.
Performance Ratings Sheet Performance Ratings completed.
File processing complete.

When the changes have been processed, a message will appear that indicates the Import is complete. Press **OK**.

The screenshot shows a web-based application titled "Performance Ratings Import". On the left, there is a vertical navigation menu with three items: "1 - Create Template File" (marked with a green checkmark), "2 - Select File to Import" (marked with a green checkmark), and "3 - Process File". Below the menu are four buttons: "View Error Report" (with an info icon), "Apply Changes", "Cancel Changes", and "Perform Another Import". A modal dialog box is displayed in the center, containing the text "The page at training.ohiotpes.com says:" followed by "Import complete!" and an "OK" button. In the bottom right corner of the main window, there is a text area containing the following log entries:

```
Instructions - Performance Rati Skipping Instructions - Performance Rati, it is a help sheet.  
Performance Ratings Sheet Performance Ratings completed.  
File processing complete.  
Starting application of 3 changes.  
Performance rating saved for Jane Principal.  
Performance rating saved for Mary Teacher.  
Performance rating saved for Robert Teacher.  
Updates committed.
```

Now that this has been completed, the performance ratings are able to be viewed within the worksheets of the Educators.

Principal: Evaluations Tab

The **Evaluations** tab will contain your personal OPES evaluation forms for the current academic year.

The screenshot shows the eTPES Building Admin interface. At the top, there's a navigation bar with tabs: Dashboard, Administration, Evaluations (which is selected), Educators, Reports, and Help. On the far right of the header, there are icons for notifications (6 messages) and user profile (Sandy Sammons). Below the header, there's a summary box with the following information:

Academic Year: 2013-2014	Evaluation Model: Principal (all electronic forms)
LEA: Training District 4 (900004) (change)	Primary Evaluator: Michael Superintendent (TS0000004)
Building: Training School 4 (700004) (change)	Evaluators: Unassigned
Educator: Sandy Sammons (TR0000004)	Your Access Level: Educator

Below this is a section titled "Evaluation Forms" with a "Collapse All" and "Expand All" link. It lists several steps with their status:

+ Optional Self-Assessment	Not Started
+ Step 1: Professional Growth and Improvement Plans	Not Started
+ Step 2: Formative Assessment, Observation and Examination of Artifacts	Not Started
+ Step 3: Performance Rating Rubric	Not Started
+ Step 4: Student Growth Measures (SGM)	Not Started
+ Step 5: Final Summative	Not Started
+ Evidence/Artifacts	Available

At the bottom left is a "Add File" button with a plus sign. On the right, there's a "Provide Feedback" button with a red exclamation mark icon.

The top section of the page will have your LEA and building information, your information, evaluation model, evaluator information, and your access level. It is important to review this information to ensure its accuracy.

The workflow shown in this section is for demonstration purposes and is based on the selection of all electronic forms. There are other options that may be selected by your Superintendent.

This screenshot shows the same interface as the previous one, but with more detailed information in the summary box:

Academic Year: 2013-2014	Evaluation Model: Principal (all electronic forms)
LEA: Training District 4 (900004) (change)	Primary Evaluator: Michael Superintendent (TS0000004)
Building: Training School 4 (700004) (change)	Evaluators: Unassigned
Educator: Sandy Sammons (TR0000004)	Your Access Level: Educator

At the bottom of this page, you will be able to upload evidence and artifacts that you would like to have on record regarding your evaluations.

This screenshot shows a section titled "Evidence/Artifacts" which is currently "Available". Below it is a "Add File" button with a plus sign.

The following sections will walk you through the steps in the all electronic form workflow.

Principal: Optional Self-Assessments

The first part of this workflow is the **Optional Self-Assessment** section.

You have the option to fill out one, both, or none of the listed self-assessment forms.

The screenshot shows a list of optional self-assessments. Each item includes a document icon, the assessment name, a status indicator ('Not Started'), a 'Show Details' link, and a row of buttons. The 'Optional' button is highlighted with a red box.

Optional Self-Assessment	
Self-Assessment A Principal Only (Private)	Status: Not Started Show Details Optional Start
Self-Assessment B Principal Only (Private)	Status: Not Started Show Details Optional Start

To begin completion of either of the self assessment forms, click **Start** next to the applicable form item.

If you choose to skip a self-assessment, click on the **Optional** button, next to the **Start** button, and a pop-up will appear as shown below.

The screenshot shows the same list of optional self-assessments. A pop-up window is displayed over the first item, containing a message about skipping the optional item. The 'Optional' button in the main list is highlighted with a red box.

Optional Self-Assessment	
Self-Assessment A Principal Only (Private)	<p>This item is optional and may be skipped. Please click Skip to verify or Cancel to return without changing the status.</p> Skip Cancel
Self-Assessment B Principal Only (Private)	Optional Start

Click **Skip** to confirm. If you choose not to fill out either of the forms, you will need to complete this step for both forms.



If you accidentally skip a form, you may reverse the action by clicking the Restore button and confirming that you want to restart the process for the form.

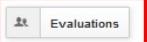
Self-Assessment A

If you chose to fill out **Self-Assessment A**, click start and that form will appear.

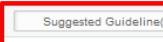
The top part of the page will allow you to return to the evaluation workflow page when you click on the **Evaluation** button at the top left of the screen.

On the right side of the page, you will have access to **Suggested Guidelines** as well as the option to **Print to PDF**.

Evaluation Form for Catherine Hiltner (TR0000061)

 Evaluations

Principal Self-Assessment Form A

 Suggested Guideline(s)  PRINT TO PDF

Instructions: Read each standard element (specific statements of knowledge, skills or performance) and choose the response that most accurately represents your performance.

NOTE: This form is private and only accessible by the Principal. The Evaluator cannot view or edit this form. Upon completion, the Evaluator will be notified the form is complete but will not be able to view or edit the form.



This form is private and only accessible by the Principal. The Evaluator cannot view or edit this form. Upon completion, the Evaluator will be notified the form is complete, but will not be able to view or edit the form.

Below is a view of Standard 1: Continuous Improvement. You will see the description of the standard as well as an essential question that complements the standard.

You will then see a series of questions related to the standard.

You will mark each question as:

- Never
- Rarely
- Sometimes
- Frequently
- Always

You also have the ability to clear the selection completely by clicking on the **clear selection** link next to the choices.

Standard 1: Continuous Improvement

Principals help create a shared vision and clear goals for their schools and ensure continuous progress toward achieving the goals.

ESSENTIAL QUESTION: Do you lead the change process for continuous improvement?

Consider each of the statements below. Choose the response that most accurately represents your performance.

1.1 I identify and include stakeholders in the process of developing a shared vision.

Never Rarely Sometimes Frequently Always

[clear selection](#)

1.2 I implement a process for the development of a shared vision.

Never Rarely Sometimes Frequently Always [clear selection](#)

1.3 I remain focused on the vision through difficulties, setbacks and failures.

Never Rarely Sometimes Frequently Always [clear selection](#)

1.4 I identify goal areas that promote high levels of achievement for all students and staff.

Never Rarely Sometimes Frequently Always [clear selection](#)

1.5 I focus attention on established goals.

Never Rarely Sometimes Frequently Always [clear selection](#)

1.6 I communicate the expectation of high learning and achievement for all students.

Never Rarely Sometimes Frequently Always [clear selection](#)

1.7 I use my knowledge of the Ohio Standards for the Teaching Profession to support teachers' professional growth.

Never Rarely Sometimes Frequently Always [clear selection](#)

1.8 I articulate well-defined beliefs about teaching, schooling and learning in response to the environment and levels of student achievement.

Never Rarely Sometimes Frequently Always [clear selection](#)

The next four standards will follow the same format as Standard 1.

Standard 2: Instruction

Principals support the implementation of high-quality standards-based instruction that results in higher levels of achievement for all students.

ESSENTIAL QUESTION: Are you the instructional leader for the school?

Consider each of the statements below. Choose the response that most accurately represents your performance.

Standard 3: School Operations, Resources and Learning Environment

Principals allocate resources and manage school operations to ensure a safe and productive learning environment.

ESSENTIAL QUESTION: Do you act to create and ensure a nurturing, safe school environment?

Consider each of the statements below. Choose the response that most accurately represents your performance.

Standard 4: Collaboration

Principals establish and sustain collaborative learning and shared leadership to promote learning and achievement of all students.

ESSENTIAL QUESTION: Do you share leadership and promote a collaborative learning culture?

Consider each of the statements below. Choose the response that most accurately represents your performance.

Standard 5: Parents and Community Engagement

Principals engage parents and community members in the educational process and create an environment where community resources support student learning, achievement and well-being.

ESSENTIAL QUESTION: Do you involve and engage parents and community in the school?
Consider each of the statements below. Choose the response that most accurately represents your performance.

Upon completion of the standards, complete the form by entering your PIN, which can be viewed on your **User Settings** page or by clicking on the **Forgot your PIN?** link.



When completing the self-assessment forms, not all standards are required for the form to be completed.

You can return to the **Evaluations** workflow page by clicking on the **Evaluation** button at the bottom left side of the screen.

This form is private and only accessible by the Principal. The Evaluator cannot view or edit this form. Upon completion, the Evaluator will be notified the form is complete but will not be able to view or edit the form.

PIN Completion

Enter Principal PIN below and click "Complete Form" to confirm.

Principal PIN:

Complete Form

[Forgot your PIN number?](#)

Evaluator has no access to this form

Evaluations

Self-Assessment B

If you chose to skip Self-Assessment A, you have a second option, **Self-Assessment B**. To begin, click start and that form will appear.

The top part of the page will allow you to return to the evaluation workflow page when you click on the **Evaluation** button at the top left of the screen.

On the right side of the page, you will have access to **Suggested Guidelines** as well as the option to **Print to PDF**.

Evaluation Form for Catherine Hiltner (TR0000061)

Evaluations

Principal Self-Assessment Form B

Suggested Guideline(s) PRINT TO PDF

Instructions: Read each element within the standard to determine whether this standard is an area of strength or an area of growth. Record evidence to support your overall rating for each standard in the space provided. Then look at the standards holistically, and identify two priorities (two standard areas) for the coming year.

NOTE: This form is private and only accessible by the Principal. The Evaluator cannot view or edit this form. Upon completion, the Evaluator will be notified the form is complete but will not be able to view or edit the form.

This form has five standards for the self-assessment which request that you indicate whether each sub-standard is an **Area of Strength** or an **Area of Growth**. To clear the selection, click on the **clear selection** link next to each choice.

Standard 1: Continuous Improvement

Principals help create a shared vision and clear goals for their schools and ensure continuous progress toward achieving the goals.

1.1 Articulation and realization of a shared vision of continuous improvement.

Area of Strength Area of Growth [clear selection](#)

1.2 Process of setting, monitoring and achieving specific and challenging goals that reflect high expectations for all students and staff.

Area of Strength Area of Growth [clear selection](#)

1.3 Leading the change process.

Area of Strength Area of Growth [clear selection](#)

1.4 Anticipating, monitoring and responding to educational developments that affect schools issues and environment.

Area of Strength Area of Growth [clear selection](#)

1.5 Evidence to support rating:

Here is the evidence supporting my rating

Each subsequent standard will be assessed in the same format.

Standard 2: Instruction

Principals support the implementation of high-quality standards-based instruction that results in higher levels of achievement for all students.

Standard 3: School Operations, Resources and Learning Environment

Principals allocate resources and manage school operations to ensure a safe and productive learning environment.

Standard 4: Collaboration

Principals establish and sustain collaborative learning and shared leadership to promote learning and achievement of all students.

Standard 5: Parents and Community Engagement

Principals engage parents and community members in the educational process and create an environment where community resources support student learning, achievement and well-being.

At the bottom of this self-assessment, you have priorities in which you will select two standards that are your priorities for the upcoming year.

6. Priorities

6.1 Identify two priorities (two standards) for the upcoming year:

- Standard 1: Continuous Improvement
- Standard 2: Instruction
- Standard 3: School Operations, Resources and Learning Environment
- Standard 4: Collaboration
- Standard 5: Parents and Community Engagement

Upon completion of each standard, you will need to complete the form by entering your PIN, which can be viewed on your **User Settings** page or by clicking on the **Forgot your PIN?** link.

This form is private and only accessible by the Principal. The Evaluator cannot view or edit this form. Upon completion, the Evaluator will be notified the form is complete but will not be able to view or edit the form.

PIN Completion

Enter Principal PIN below and click "Complete Form" to confirm.

Principal PIN:

Complete Form

[Forgot your PIN number?](#)

Evaluator has no access to this form

 **Evaluations**

You can return to the **Evaluations** workflow page by clicking on the **Evaluation** button at the bottom left side of the screen.

Principal Step 1: Professional Growth and Improvement Plans

Step 1 of the demonstrated workflow is **Professional Growth and Improvement Plans**.

(i) One of the following plans is required:

- Professional Growth Plan
- Improvement Plan

If the educator is on a **Professional Growth Plan**, then that form is required and the other two forms can be skipped. If a educator is on an **Improvement Plan**, then that form is required.

The **Professional Growth Plan** can then be skipped by clicking **Optional**, next to the **Start** button.

The **Improvement Plan: Evaluation of Plan** will be completed later in the year, only if the educator is on the **Improvement Plan**.

As shown below, the **Professional Growth Plan** has an **Optional** button that will allow you to skip the form if you are on the **Improvement Plan**.

The **Improvement Plan** and the **Improvement Plan: Evaluation of Plan** are locked to you initially. These forms will be available to you once your evaluator has completed them. The evaluator should skip these forms if you are not on an Improvement Plan.

The screenshot shows a list of three items under "Step 1: Professional Growth and Improvement Plans".

- Professional Growth Plan**: Status: Not Started. Buttons: **Optional** (highlighted), **Start**.
- Improvement Plan**: Status: Not Started. Buttons: **Locked**.
- Improvement Plan: Evaluation of Plan**: Status: Not Started. Buttons: **Locked**.

If you are able to skip the optional **Professional Growth Plan** form, based on which plan you are on, click on the **Optional** button and a pop-up will appear as shown below. Click on **Skip** to indicate your choice.

A pop-up dialog box appears over the "Professional Growth Plan" item. The dialog box contains the following text:
This item is optional and may be skipped.
Please click Skip to verify or Cancel to return without changing the status.
Buttons: **Skip** (highlighted with a red box), **Cancel**.

Principal: Professional Growth Plan

If you are on the **Professional Growth Plan**, click on **Start** and you will be directed to the page below.

At the top of the page, you will see an Evaluations button that will direct you back to your evaluation page.

You will also have **Suggested Guidelines** and the option to **Print to PDF** on the right side of the screen.

Evaluation Form for Jane Principal (TR0000001)

Evaluations **Suggested Guideline(s)** **PRINT TO PDF** **VIEW COMMENTS**

Principal Professional Growth Plan

Instructions: As a result of the evaluation process, principals and evaluators should focus on accelerating and continuing principal growth through professional development. Professional development should be individualized to the needs of the principal, and specifically relate to his/her goal areas as identified in the principals' evaluation. The evaluator should recommend professional development opportunities, and support the principal by providing resources (e.g., time, financial).

Annual Focus
Areas may be selected and addressed by the evaluator as appropriate for this principal.

NOTE: This form is editable by the Principal and Evaluator. The Principal must complete the form first. Upon Principal completion, the Evaluator will be notified and have access to review/edit the form. Upon Evaluator completion, the Principal will be notified.

	ANNUAL FOCUS These are addressed by the evaluator as appropriate for this principal	DATE Record dates when discussed	AREAS FOR PROFESSIONAL GROWTH Supports Needed, Resources and Opportunities Evaluator's comments during conference with principal and appropriate to the needs of the principal.
1. GOAL 1: Student Achievement/Outcomes for Students			
1.1 Goal Statement			
1.2 Evidence Indicators			
2. GOAL 2: Proficiency on Ohio Standards for Principals			
2.1 Goal Statement			
2.2 Evidence Indicators			

To complete the form, fill in each of the sections under the goal listed.



This form is editable by the Principal and Evaluator. The Principal must complete the form first. Upon Principal completion, the Evaluator will be notified and have access to review/edit the form. Upon Evaluator completion, the Principal will be notified.

Evaluation Form for Jane Principal (TR0000001)

[Evaluations](#)

Principal Professional Growth Plan

Suggested Guideline(s)

[PRINT TO PDF](#)

[VIEW COMMENTS](#)

Instructions: As a result of the evaluation process, principals and evaluators should focus on accelerating and continuing principal growth through professional development. Professional development should be individualized to the needs of the principal, and specifically relate to his/her goal areas as identified in the principals' evaluation. The evaluator should recommend professional development opportunities, and support the principal by providing resources (e.g., time, financial).

Annual Focus

Areas may be selected and addressed by the evaluator as appropriate for this principal.

NOTE: This form is editable by the Principal and Evaluator. The Principal must complete the form first. Upon Principal completion, the Evaluator will be notified and have access to review/edit the form. Upon Evaluator completion, the Principal will be notified.

	ANNUAL FOCUS These are addressed by the evaluator as appropriate for this principal	DATE Record dates when discussed	AREAS FOR PROFESSIONAL GROWTH Supports Needed, Resources and Professional Development Evaluator's comments during conference with principal and appropriate to the needs of the principal.
1. GOAL 1: Student Achievement Outcomes for Students			
1.1 Goal Statement			
1.2 Evidence Indicators			
2. GOAL 2: Proficiency on Ohio Standards for Principals			
2.1 Goal Statement			
2.2 Evidence Indicators			

To complete the form, enter your PIN, which can be found on the [User Settings](#) page or by clicking on the [Forgot your PIN?](#) link, shown below.

NOTE: This form is editable by the Principal and Evaluator. The Principal must complete the form first. Upon Principal completion, the Evaluator will be notified and have access to review/edit the form. Upon Evaluator completion, the Principal will be notified.

Entering your PIN # below verifies the principal and evaluator have discussed and agreed upon this Growth Plan.

PIN Completion

Enter Principal PIN below and click "Complete Form" to confirm.

Principal PIN:

[Complete Form](#)

[Forgot your PIN number?](#)

Evaluator has not completed the form

COMMENTS

[ADD A COMMENT...](#)

Jane Principal
(08/29/2013 02:08:41 PM)



Your comments to assist in communicating with your evaluator.

[Evaluations](#)

You also have the ability to add comments to the form. These comments are not meant to be a part of the evaluation record, rather a way for you to communicate efficiently with your evaluator regarding the forms.

Principal: Improvement Plan

If you are on the **Improvement Plan**, it will be locked until the Primary Evaluator completes the form.

Improvement Plan Evaluator First, Principal Closes	Status: Not Started Show Details	Locked
---	---	--------

Once the evaluator has completed the Improvement Plan form, it will become accessible to you. Click on **Continue** to view the form.

Improvement Plan Evaluator First, Principal Closes	Status: Not Started Show Details	Locked
---	---	--------

When you view the Improvement Plan, the evaluator's comments will be in read only format. You will only be able to review the comments made by the evaluator.

Evaluation Form for Jane Principal (TR0000001)	
Evaluations	
Principal Improvement Plan	
PRINT TO PDF	
VIEW COMMENTS	
Instructions: An improvement plan is developed when the principal's performance in one or more areas is scored as ineffective or their overall performance is scored as ineffective. The purpose of the improvement plan is to identify specific deficiencies in performance and foster growth through professional development and targeted support.	
NOTE: This form is editable by the Evaluator only. Upon Evaluator completion, the Teacher will be notified and have access to view the form. After the Teacher enters the PIN and clicks on the completion button, the Evaluator will be notified.	
1. Improvement Statement	
List specific areas for improvement as related to the Ohio Standards for the Principals. Attach documentation.	
1.1 Performance standard(s) addressed in this plan: [*]	
Add notes regarding the standards addressed in this plan	
1.2 Date(s) improvement area or concern observed: [*]	
What are the dates that these specific improvement areas or concerns were observed?	
1.3 Specific statement of the concern: Areas of improvement: [*]	
What are the areas of improvement?	

2. Desired Level of Performance

List specific measurable goals to improve performance. Indicate what will be measured for each goal.

2.1 List Goals:^{*}

List of Goals

2.2 Level of Performance: Specifically describe successful improvement target(s):^{*}

Level of Performance details.

2.3 Beginning Dates:^{*}

Beginning Dates

2.4 Ending Dates:^{*}

Ending Dates

3. Specific Plan of Action

Describe in detail specific plans of action that must be taken by the Principal to improve his/her performance. Indicate the sources of evidence that will be used to document the completion of the Improvement Plan.

3.1 Actions to be taken:^{*}

actions to be taken

3.2 Sources of evidence that will be examined:^{*}

sources of evidence

4. Assistance and Professional Development

4.1 Describe in detail specific supports that will be provided as well as opportunities for Professional Development:^{*}

specific supports that are provided.

5. Dates

5.1 Date of Improvement Plan conference:^{*}

9/18/2013

At the bottom of the form, you will have the opportunity to complete the form by entering your PIN.

I have reviewed this evaluation and discussed it with my evaluator. Entering my PIN # below indicates that I have been advised of my performance status; it does not necessarily imply that I agree with this evaluation.

The evaluator's PIN # on this form verifies that the proper procedures, as detailed in the local contract, have been followed.

PIN Completion

Enter Principal PIN below and click "Complete Form" to confirm.

Principal PIN:

Complete Form

[Forgot your PIN number?](#)

Evaluator has completed this form

COMMENTS

ADD A COMMENT...

Jane
Superintendent
(9/10/2013
11:31:40 AM)

actions to be taken



Evaluations

You will also be able to add any of your own comments in the comments section at the very bottom of the page.

Principal: Improvement Plan- Evaluation of Plan

The **Evaluation of the Improvement Plan** is a form that will be locked to the Principal until their Primary Evaluator completes the form.

Improvement Plan: Evaluation of Plan Evaluator First, Teacher Closes	Status: Not Started Show Details	Locked
---	-------------------------------------	--------

Once you have completed your **Improvement Plan** you will see that its status is now **completed** and you are able to view the form.

Below the Improvement Plan, is the Evaluation of Plan. Click on **Continue** to access and complete the form.

Improvement Plan Evaluator First, Principal Closes	Status: Completed Show Details	View
Improvement Plan: Evaluation of Plan Evaluator First, Principal Closes	Status: In Progress Show Details	Continue

When you continue to the Evaluation Form, you will be able to view the evaluator's comments in read only format.

Evaluation Form for Jane Principal (TR0000001)

Evaluations

Principal Improvement Plan: Evaluation of Plan Suggested Guideline(s) PRINT TO PDF VIEW COMMENTS

Instructions: This form will be filled-out by the Evaluator at the end of the time specified in the Improvement Plan. The Evaluator will review the Improvement Plan with the Teacher and determine which action is appropriate. The Evaluator should provide justification for his/her recommendation for action and attach evidence in the space provided.

NOTE: This form is editable by the Evaluator only. Upon Evaluator completion, the Principal will be notified and have access to view the form. After the Principal enters the PIN and clicks on the completion button, the Evaluator will be notified.

1. Improvement Plan

1.1 This Evaluation refers to the Improvement Plan Conference dated:^{*}
9/26/2013

2. Justification for recommendation

2.1 Provide justification for the recommendation indicated below and attach evidence to support the recommended course of action.^{*}
Justification for recommendation

3. Recommendation

3.1 The improvement plan has been evaluated at the end of the time specified in the plan. Outcomes from the improvement plan demonstrate the following action to be taken:^{*}
Improvement is demonstrated and performance standards are met to a satisfactory level of performance.

3.2 If Improvement Plan is to be continued for a specific time, enter dates below:
n/a

The form will also record the conference dates that the form was discussed.

When you have reviewed the evaluation and discussed it with your evaluator, you will enter your PIN to complete the form.

4. Conference Date

4.1 Evaluation of Improvement Plan conference date.*

9/27/2013

I have reviewed this evaluation and discussed it with my evaluator. Entering my PIN # below indicates that I have been advised of my performance status; it does not necessarily imply that I agree with this evaluation.

The evaluator's PIN # on this form verifies that the proper procedures, as detailed in the local contract, have been followed.

Note

This form is editable by the Evaluator only. Upon Evaluator completion, the Principal will be notified and have access to view the form. After the Principal enters the PIN and clicks on the completion button, the Evaluator will be notified.

PIN Completion

Enter Principal PIN below and click "Complete Form" to confirm.

Principal PIN:

[Forgot your PIN number?](#)

Evaluator has completed this form

COMMENTS

[ADD A COMMENT...](#)

Jane
Superintendent

add a comment here to communicate more effectively with the educator.

You have the ability to add any comments to facilitate communication with your evaluator as well as see any comments your evaluator made on the form.

Principal Step 2: Formative Assessment, Observation and Examination of Artifacts

The Formal and Informal Assessments will be unlocked once the primary evaluator begins a new observation. Until the new observation is added, these items will be locked to the Principal

Step 2: Formative Assessment, Observation and Examination of Artifacts			Not Started
	Formal Observation/Examination of Artifacts Evaluator First, Principal Closes	Status: Not Started Show Details	Locked
	Informal Observation Evaluator First, Principal Closes	Status: Not Started Show Details	Locked

Formal Observation

Once the Evaluator completes a Formal Observation, click **Continue** to access and complete the form.

	Formal Observation/Examination of Artifacts Completion Process: Evaluator First, Principal Closes	Status: In Progress Show Details	Continue
--	--	---	----------

The Formal Observation will show you the notes given to each standard by the evaluator, similar to the image show below.

Evaluation Form for Jane Principal (TR0000001)	
Evaluations	
Principal Formal Observation/Examination of Artifacts	
Suggested Guideline(s)	PRINT TO PDF
VIEW COMMENTS	
Instructions: This form may be used by the evaluator to document evidence of progress against specific goals. If the form is used to support observation of the principal by the evaluator, the purpose and context for the observation may be identified in advance. The form is intended to be used to promote discussion as well as document evidence of progress or lack of progress toward the accomplishment of stated goals (Goal Areas 1 and 2), and may provide documentation to inform the Summative Evaluation.	
NOTE: This form is editable by the Evaluator only. Upon Evaluator completion, the Principal will be notified and have access to view the form. After the Principal enters the PIN and clicks on the completion button, the Evaluator will be notified.	
Standard 1: Continuous Improvement	
1.1 Goal focus?	
Yes	
1.2 Context of observation or focus of artifacts:	
notes	
1.3 Evidence gathered from observation or description of impact of artifacts as evidence of progress:	
notes	
1.4 Feedback:	
notes	

Scroll past each standard and at the bottom of the form, there is an optional Principal Response section that is available to be filled out.

6. Principal Response (optional)

NOTE: This form is editable by the Evaluator only. Upon Evaluator completion, the Principal will be notified and have access to view the form. After the Principal enters the PIN and clicks on the completion button, the Evaluator will be notified.

To complete the form, enter your PIN and click on the **Complete Form** button.

The screenshot shows a user interface for PIN completion. At the top, a header reads "PIN Completion". Below it, a main section contains a red-bordered box with instructions: "Enter Principal PIN below and click 'Complete Form' to confirm." Inside this box are fields for "Principal PIN:" and a "Complete Form" button. Below this box is a message: "Evaluator has completed this form". Underneath the main section is a "COMMENTS" area with a red-bordered box containing "ADD A COMMENT...". Below this is a message: "No Comments Entered". At the bottom left are two buttons: one with a person icon labeled "Evaluations" and another with a gear icon.

At the bottom of the page, there is the ability to add a comment to facilitate communication between you and your evaluator.

Informal Observation

Once the Evaluator completes an Informal Observation, click **Continue** to access and complete the form.

 Informal Observation Completion Process: Evaluator First, Principal Closes	Status: In Progress Show Details	 Continue
---	---	--

The Informal Observation will show you the notes given by the evaluator in read only format, similar to the image show below.

Principal Informal Observation	Suggested Guideline(s)	 PRINT TO PDF
VIEW COMMENTS		
<p>Instructions: This form serves as a record of an informal walkthrough by the Principal's Evaluator. This record, along with records of additional observations, will be used to inform the summative evaluation of the Principal.</p> <p>NOTE: This form is editable by the Evaluator only. Upon Evaluator completion, the Principal will be notified and have access to view the form. After the Principal enters the PIN and clicks on the completion button, the Evaluator will be notified.</p>		
<p>1. Observation Information</p> <p>1.1 Date of walkthrough:[*] 9/19/2013</p> <p>1.2 Beginning time:[*] 9:00 AM</p> <p>1.3 Ending time:[*] 10:00 AM</p> <p>2. Observations</p> <p>notes</p> <p>3. Evaluator Summary Comments</p> <p>notes</p> <p>Note</p> <p><i>This form is editable by the Evaluator only. Upon Evaluator completion, the Principal will be notified and have access to view the form. After the Principal enters the PIN and clicks on the completion button, the Evaluator will be notified.</i></p>		

To complete the form, enter your PIN and click on the **Complete Form** button.

PIN Completion

Enter Principal PIN below and click "Complete Form" to confirm.

Principal PIN:

[Complete Form](#)

[Forgot your PIN number?](#)

Evaluator has completed this form

COMMENTS

[ADD A COMMENT...](#)

No Comments Entered

[Evaluations](#) [Comments](#)

At the bottom of the page, there is the ability to add a comment to facilitate communication between you and your evaluator.

Principal Step 3: Performance Rating Rubric

As each step in the evaluation process is completed, the system will indicate completion by collapsing each step and showing a green check mark as shown below.

The **Performance Rating Rubric** will be locked to the Principal until their Primary Evaluator completes the form.

Academic Year: 2013-2014
Evaluation Model: Principal (all electronic forms)
LEA: Training District 1 (900001) ([change](#))
Primary Evaluator: Jane Superintendent (TS0000001)
Building: Training School 1 (700001) ([change](#))
Evaluators: Unassigned
Educator: Jane Principal (TR0000001)
Your Access Level: Educator

Evaluation Forms

[Collapse All](#) [Expand All](#)

- + Optional Self-Assessment
- + Step 1: Professional Growth and Improvement Plans
- + Step 2: Formative Assessment, Observation and Examination of Artifacts
- Step 3: Performance Rating Rubric

Status: Not Started [Show Details](#)

Performance Rating Rubric
Evaluator First, Principal Closes

Locked

Once the evaluator fills out the **Performance Rating Rubric** and completes it, the system will mark it as **In Progress** and you will have the ability to continue the completion process. Click **Continue** to complete the form.

Step 3: Performance Rating Rubric

Performance Rating Rubric
Evaluator First, Principal Closes

In Progress

Status: In Progress [Show Details](#)

Continue

The Performance Rating Rubric will show you each standard and what the rating is for each indicator within that standard. Not all standards have to be rated, those that are rated will turn orange to indicate that.

Instructions: Choose the rating level that best describes, on balance, the principal's performance for each element. If evidence for an element is not observed, leave that element blank. Complete after further discussion or evidence collection. Ratings at each performance level above "Developing" include behaviors required at all lower rating levels. The Principal Performance Rating Rubric is intended to be scored holistically. This means that evaluators will assess which level of the standard (after looking at the elements within the standard) provides the best overall description of the principal.

NOTE: This form is editable by the Evaluator only. Upon Evaluator completion, the Principal will be notified and have access to view the form. After the Principal enters the PIN and clicks on the completion button, the Evaluator will be notified.

STANDARD 1: CONTINUOUS IMPROVEMENT
Principals help create a shared vision and clear goals for their schools and ensure continuous progress toward achieving the goals.

	Ineffective	Developing	Skilled	Accomplished
1.1 Principals facilitate the articulation and realization of a shared vision of continuous improvement.	Principal has not shared the school vision and goals with the staff. Principal has no process for developing a school vision and goals.	Principal has shared the school vision and goals with the staff. A process for developing a school vision and goals is not evident.	Principal has shared the school vision and goals with the staff and there is evidence that these are known. The Principal implements a process for the development of a shared school vision and goals.	Principal collaboratively develops and communicates a shared vision using multiple approaches. The principal challenges existing structures based on data to align them with the shared vision.
1.2 Principals lead the process of setting, monitoring and achieving specific and challenging goals that reflect high expectations for all students and staff.	Principal refers to the goals on a regular basis, but does not concretely connect them to the day-to-day business of the school.	Principal communicates expectations of high learning and achievement for all students at the beginning of the year. Principal uses knowledge of the Ohio Standards for the Teaching Profession to support new and struggling teachers' professional growth.	Principal identifies goal areas that promote high levels of achievement for all students and staff. Knowledge of the Ohio Standards for the Teaching Profession is used to support teachers' professional growth.	Principal collaboratively develops and sets measurable goals that promote high levels of student and staff achievement. Principal establishes and reinforces individual staff contributions toward attainment of the school-wide goals by monitoring progress through the use of data.
1.3 Principals lead the change process for continuous improvement.	Principal does not have a plan in place for regular review of progress toward goals.	Principal articulates beliefs about teaching and learning. Principal identifies changes needed to improve student learning.	Principal articulates well-defined beliefs about teaching and learning in response to the environment and levels of student achievement. Principal identifies changes needed to improve student learning and can engage stakeholders in the change process using effective communication.	Principal models and provides resources to support staff in thinking systematically about the change process in response to needs of the school community. Principal facilitates a diverse group of stakeholders to implement changes needed to improved student learning.
1.4 Principals anticipate, monitor, and respond to educational developments that affect school issues and environment.	Principal is unable to constructively respond to challenges and does not appear to understand the importance of building a sense of efficacy, empowerment, and well-being among staff.	Principal responds to building and district issues that affect the instructional needs of students.	Principal responds to building, district, community and societal changes and issues that affect the instructional needs of students.	Principal works with informal groups and school staff to anticipate, analyze and address building, district, community and societal changes and issues that affect the instructional needs of students.
1.5 Evidence				

STANDARD 1: SUMMARY

1.5 Please specify the overall rating for this standard.*

Skilled

At the bottom of each standard, there will be a section for the evaluator to enter evidence as well as a summary overall rating for each standard.

As you scroll down the page you will see each of the standards and a summary with an overall rating. At the bottom of the page, enter your PIN to complete the form.

This form is editable by the Evaluator only. Upon Evaluator completion, the Principal will be notified and have access to view the form. After the Principal enters the PIN and clicks on the completion button, the Evaluator will be notified.

PIN Completion

Enter Principal PIN below and click "Complete Form" to confirm.

Principal PIN:

Complete Form

[Forgot your PIN number?](#)

Evaluator has completed this form

COMMENTS

ADD A COMMENT...

Jane Principal
(09/10/2013 03:32:46 PM)

 add comment

 Evaluations

You have the ability to add comments to facilitate communication with your evaluator as well.

Principal Step 4: Student Growth Measures (SGM)

 Step 4 of the Evaluation process will direct the Principal to their own SGM Worksheet. The worksheet can not be edited but it can be viewed.

More information regarding the Principal Worksheet will be available in the future.

Principal Step 5: Final Summative

To complete the Final Summative Rating for an Educator, go to the **Evaluation** page for that Educator using the **Educators** tab. click on the **Educator Type** to switch between the Principal and Teacher views. Search for a specific Educator by typing in the search box. Click on the Evaluation link to access the evaluation workflow.

The screenshot shows the eTPES Building Admin interface. At the top, it displays the Academic Year (2013-2014), LEA (Training District 1), Building (Training School 1), and Educator Type (Principals). Below this is the 'Aggregated Completion Status' section, which includes five pie charts for G/IP, O1, O2, SGM, and FS categories. Each chart shows 50% completion. A legend indicates blue for Complete and red for Incomplete. The status was last updated on 4/9/2014 at 1:26:51 PM. Below this is the 'Educators' list table. The table has columns for State ID, Educator, Building(s), Evaluation, and Completion Status. Two entries are shown: MT0000001 (Teacher, Mary) and RT0000001 (Teacher, Robert). The 'Evaluation' column for both entries is highlighted with a red box. The bottom of the table shows pagination from 1 to 2 of 2 entries.

On the Evaluation screen, the last step, Summative Evaluation can be viewed. Click on **View** to access the **Final Summative** form.

The screenshot shows the 'Step 4: Summative Evaluation' page. It indicates the status is 'Not Started'. Below this is the 'Final Summative Rating of Teacher Effectiveness' section, which includes a 'View' button. The page also features a back navigation bar with links to Home, Educators, and Teacher (MT0000001).

At the top of the page click the **Print to PDF** link to print a copy of the document. There are **Suggested Guidelines** to assist in the completion of this form. In addition, click on **Final Summative Rating Matrix** to view the matrix used to determine the Final Summative Rating.

The screenshot shows the 'Final Summative Rating of Teacher Effectiveness' form. It includes a 'Back to Evaluation' link, a toolbar with 'View PDF', 'Suggested Guidelines', and 'Final Summative Rating Matrix' buttons, and a note about cumulative performance rating. The page also includes a 'Home > Educators > Teacher, Mary (MT0000001) > Final Summative Rating of Teacher Effectiveness' breadcrumb trail.

The Final Summative Rating is made up of **Performance** and **Student Growth** data.

1. Proficiency on Standards/Teacher Performance 50%						
Instructions: Ratings from each rubric (observation cycle) will be populated below. The evaluator determines the Cumulative Performance Rating and manually enters it (see "Using Evidence to Inform Holistic Ratings" in Suggested Guidelines).						
Teacher Formal Observation / Performance Rubric	Overall Rating	4/24/2014	Ineffective	Developing	Skilled	Accomplished
Cumulative Performance Rating (Holistic Rating using Performance Rubric)			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Areas of reinforcement/refinement:						
2. Student Growth Data 50%						
Instructions: Superintendents/Principals manually enter student growth measures for Category B and C teachers on the Educator Ratings Worksheet. Category A teacher Value-Added data is downloaded. Once the ratings are entered and calculated in eTPES, and verified by the Superintendent/Principal, the teacher SGM rating will be populated below.						
Student Growth Measure of Effectiveness	Below Expected Growth	Expected Growth	Above Expected Growth			
Areas of reinforcement/refinement:						

Performance:

The Performance Ratings entered on completed formal observations for Teachers and performance rubrics for Principals will populate into the Performance section, if ratings were entered.

 If LEA setup is Option 1 or 2, at least one Formal Observation must be completed prior to the Final Summative being unlocked.

The Primary Evaluator will determine the Cumulative Performance Rating by referencing the **Using Evidence to Inform Holistic Ratings** which can be found when by clicking on the **Suggested Guidelines** button at the top of the page. They will then manually enter the cumulative performance rating. The Primary Evaluator is the only person who has access to enter or edit the **Cumulative Performance Rating**. The Primary Evaluator may enter areas of reinforcement or refinement. These statements are saved as part of the final record.

Student Growth Data:

The final student growth measure rating will populate into this section when the rating has been verified (or finalized) on the Educator's worksheet. For more information on how to Finalize the worksheet, please review the related training video. All calculations are completed in eTPES.

The Administrator may enter Areas of Reinforcement or Refinement for Student Growth Data. These statements are saved as part of the final record.

Final Summative Rating:

Below each of the sections of the Final Summative form, the Final Summative (Overall Rating) will appear.

Final Summative (Overall) Rating				
<input type="radio"/>	Ineffective	Developing	Skilled	Accomplished
<input type="checkbox"/> Check here if Improvement Plan has been recommended.				
The evaluator may use this form as part of the Final Review and Conference during which the evaluator and educator discuss the Final Summative Rating.				

The Final Summative Rating is calculated using the Final Summative Rating Matrix which can be viewed by clicking on the button at the top of the screen. The rating will be automatically determined when the performance and student growth ratings have been completed. If there is an improvement plan recommended for this Educator, the administrator should click the check-box as shown.

PIN Completion:

At the very bottom of the Final Summative Form is the PIN completion section.

Once the cumulative performance rating has been entered, the student growth data has been verified, and the final summative rating has been calculated, the PIN should be entered. For a Principal's Final Summative form, only the Superintendent or Designee will have the ability to enter his/her PIN. For a Teacher or Assistant Principal's Final Summative form, the Superintendent, Designee, or Principal will have the ability to enter his/her PIN. The Educator will then be notified and have access to view the Final Summative Rating Form. The Educator will have the ability to review the Final Summative form and enter his/her PIN to complete the evaluation process. Entry of the Educator's PIN indicates acknowledgement of the Final Summative Rating. It does not necessarily indicate agreement with the rating.

The screenshot shows a 'PIN Completion' section. At the top, a note states: 'NOTE: The Cumulative Performance Rating is entered by the Primary Evaluator only. The Final Summative Rating is verified by the Principal (or Superintendent/Designee) by entering his/her PIN. The Teacher will then be notified and have access to view the form. The Primary Evaluator and Principal will be notified when the Teacher enters his/her PIN. Completing the form by PIN entry indicates the Teacher has acknowledged the Final Summative Rating (but may not necessarily agree with the rating).' Below the note are two input fields: 'Superintendent, Designee or Principal must complete form first' and 'Enter Superintendent, Designee or Principal PIN below and click "Complete Form" to confirm.' There is also a link 'Forgot your PIN?' and a 'Complete Form' button.

If the Educator is unavailable or refuses to enter their PIN, the Superintendent, Designee or Principal should indicate this using the pop-up window next to the Educator PIN entry box. The reason for refusal must be provided. If **other** is selected, an explanation must be entered.

The screenshot shows a pop-up window. On the left, it says 'Enter Teacher PIN below and click "Complete Form" to confirm.' It has a 'Teacher PIN:' input field and a 'Complete Form' button. On the right, it says 'Superintendent, Designee or Principal has completed this form' and 'Teacher declined or unavailable?' with a red box around the 'Unavailable to Complete Form' button.

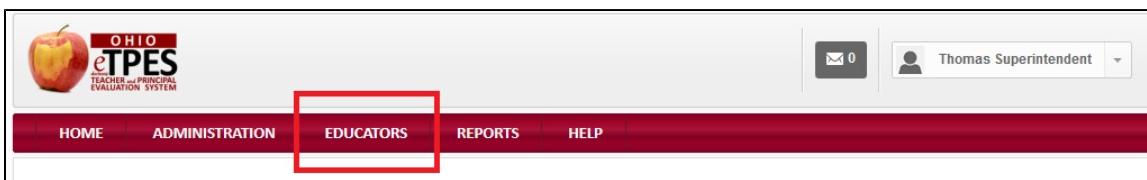
At this point, the evaluation has been completed.

To review all ratings, go to the Evaluation Ratings Report under the Reports tab.

Click on **View** to see a listing of Teachers, Assistant Principals and Principals along with their ratings and dates of PIN entry. Review the report to ensure all ratings have been entered and that Summatives have been completed by both the Administrator and the Educator.

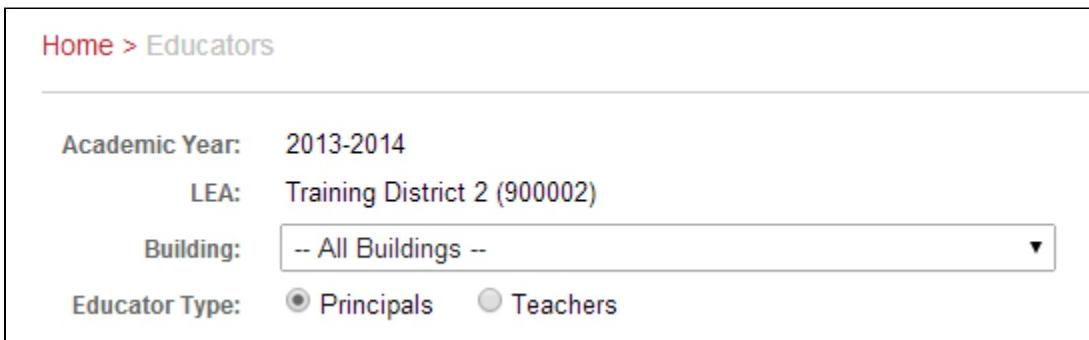
Principal: Educators Tab

To view and manage evaluation data for individual Educators, click on the **Educators** tab on the menu at the top of the screen.

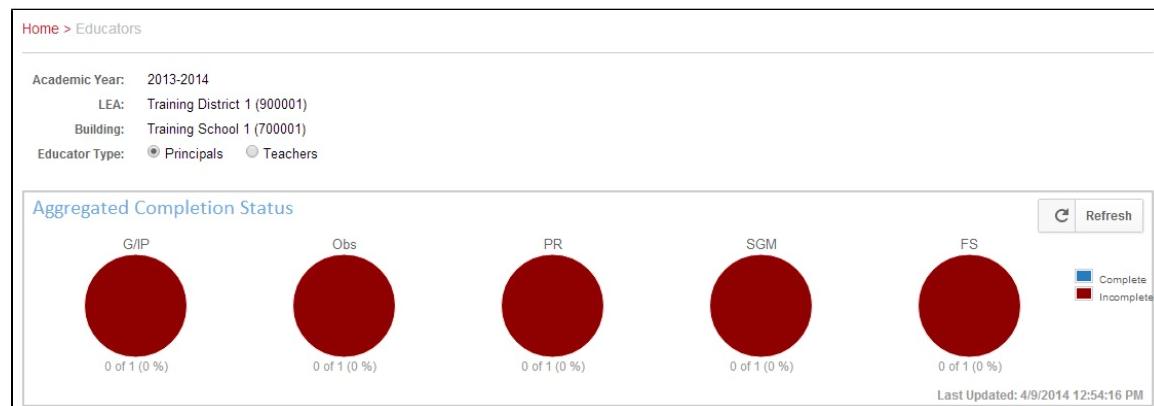


On the **Educators** tab, either search for a specific Educator, or click on the **Educators** icon, shown below, and view a list of Educators and building assignments.

If there are multiple LEAs or buildings to select from, there will be drop-down arrow available to allow a selection to be made.

A screenshot of the 'Educators' search interface. At the top left is the 'Home > Educators' breadcrumb. Below it are four filter sections: 'Academic Year: 2013-2014', 'LEA: Training District 2 (900002)', 'Building: -- All Buildings --' (with a dropdown arrow icon), and 'Educator Type: Principals (radio button selected) / Teachers'. The background is white with light gray borders around the filter boxes.

The Academic Year, LEA, Building, and Educator Type will be listed with the ability to toggle between Principals and Teachers depending on the permissions available. The example below shows a Principal view with an LEA set up of Option 1.

A screenshot of the 'Aggregated Completion Status' dashboard for Principals. At the top left is the 'Home > Educators' breadcrumb. Below it are four filter sections: 'Academic Year: 2013-2014', 'LEA: Training District 1 (900001)', 'Building: Training School 1 (700001)', and 'Educator Type: Principals (radio button selected) / Teachers'. Below the filters is a section titled 'Aggregated Completion Status' with five circular charts. From left to right, the charts are labeled: G/I/P (blue), Obs (red), PR (blue), SGM (red), and FS (red). Each chart has the text '0 of 1 (0 %)' below it. To the right of the charts is a 'Refresh' button and a legend: a blue square for 'Complete' and a red square for 'Incomplete'. At the bottom right is the text 'Last Updated: 4/9/2014 12:54:16 PM'.

Educator Lists

Below the pie chart metrics is the ability to view the Educator lists, depending on the selection of Principals or Teachers that was made as shown above.

The list will show the following information:

- If the Educator is in multiple buildings
- If the Educator is an approved Evaluator
- State ID
- Name
- Building(s)
- Evaluation Model
- Evaluation Completion Status
- A link to view the Evaluation page

Principals

Below is an example of the Principal view. If any part of the completion process has been completed, the blue circles will be filled in.

Educators					
Show: 10		Search: <input type="text"/>			
				Completion Status	
		State ID	Educator	Building(s)	Evaluation
		TR0000001	Principal, Jane	Training School 1 (700001)	Principal (all electronic forms)
					Evaluation

Show: 10 ▾

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

Teachers

Below is an example of the Teacher view.

Educators					
Show: 10		Search: <input type="text"/>			
				Completion Status	
		State ID	Educator	Building(s)	Evaluation
		MT0000001	Teacher, Mary	Training School 1 (700001)	Teacher (all electronic forms)
		RT0000001	Teacher, Robert	Training School 1 (700001)	Teacher (all electronic forms)
					Evaluation
					Evaluation

Show: 10 ▾

Showing 1 to 2 of 2 entries

First Previous **1** Next Last

Principal: View Educator

Only the Primary Evaluator for a specific Teacher can make edits to an Educator's record. Those not a Primary Evaluator will only be able to view the record.

The example below shows what it will look like to only have the ability to view an Educator's record. Click **Evaluation** to access the record.

Academic Year: 2013-2014
LEA: Training District 1 (900001)
Building: Training School 1 (700001)
Educator Type: Principals Teachers

Aggregated Completion Status

Category	Count	Percentage
G/I/P	1	50 %
O1	1	50 %
O2	0	0 %
SGM	0	0 %
FS	0	0 %

Last Updated: 4/9/2014 1:26:51 PM

Educators

State ID	Educator	Building(s)	Evaluation	Completion Status	
MT0000001	Teacher, Mary	Training School 1 (700001)	Teacher (all electronic forms)	<input checked="" type="radio"/> G/I/P <input type="radio"/> O1 <input type="radio"/> O2 <input type="radio"/> SGM <input type="radio"/> FS	Evaluation
RT0000001	Teacher, Robert	Training School 1 (700001)	Teacher (all electronic forms)	<input type="radio"/> G/I/P <input type="radio"/> O1 <input type="radio"/> O2 <input type="radio"/> SGM <input type="radio"/> FS	Evaluation

Show 10 ▾ Search:

First Previous **1** Next Last

Show 10 ▾ Showing 1 to 2 of 2 entries First Previous **1** Next Last

An Educator's record can be viewed from the Educator's evaluation page. At the top of the page the **View Only** access can be verified.

Academic Year: 2013-2014
LEA: Training District 2 (900002) ([change](#))
Building: Training School 2 (700002) ([change](#))
Teacher: Robert Teacher (RT0000002)

Evaluation Model: Teacher (all electronic forms)
Primary Evaluator: Thomas Superintendent
Evaluators:

Your Access Level:	View Only
--------------------	------------------

All of the forms and steps in the observation process will be seen, however they will be locked.

— Optional Self-Assessment		
 Teacher Self-Assessment Summary Tool Teacher Only (Private)	Status: Not Started Show Details	 Locked
— Step 1: Professional Growth and Improvement Plans		
 Professional Growth Plan Open to Both, No Completion Order	Status: Not Started Show Details	 Locked
 Improvement Plan Evaluator First, Teacher Closes	Status: Not Started Show Details	 Locked
 Improvement Plan: Evaluation of Plan Evaluator First, Teacher Closes	Status: Not Started Show Details	 Locked
— Step 2: Formative Assessment		
 Observation Template Evaluator Only (Private)	Status: Completed Show Details	 Add New
 Teacher Professional Project Open to Both, No Completion Order	Status: Not Started Show Details	 Locked
— Step 3: Student Growth Measures (SGM)		
 SGM Educator Percentage Configuration	Status: Not Started	Available Spring 2014
 SGM Educator Ratings Worksheet	Status: Not Started	Available Spring 2014
— Step 4: Summative Evaluation		
 Final Summative Rating of Teacher Effectiveness	Status: Not Started Show Details	Available Spring 2014
— Evidence/Artifacts		

Principal: Workflow Overview

Selected Evaluators assigned to an Educator will have the option to edit their evaluation forms. Click the **Edit** link from the Educators list and the system will be directed to the Educator's Evaluation page.

The top section of the page will have LEA and building information, evaluation model, evaluator information and access level. It is important to review this information to ensure its accuracy.

What is a Workflow?

Once the evaluation screen is accessed, the workflow screen will display. The workflow is the series of steps and forms available for use depending upon the Educator's role and LEA setup. The roles of Teacher and Principal have different workflows as they utilize forms specific to their role.

Below is an example of a Teacher workflow screen of an LEA using all electronic forms. The workflow shown in this section is for demonstration purposes and is based on the selection of all electronic forms. There are other options that may be selected by the Superintendent.

The screenshot shows a 'Workflow' section titled 'Evaluation'. At the top are 'Collapse All' and 'Expand All' buttons. Below is a list of steps:

Step	Status
Optional Self-Assessment	In Progress
Step 1: Professional Growth and Improvement Plans	In Progress
Step 2: Formative Assessment	Not Started
Step 3: Student Growth Measures (SGM)	Unknown
Step 4: Summative Evaluation	Not Started
Evidence/Artifacts	Available

At the bottom are 'Add' and 'Add File' buttons.

Evaluator and Access Information

The top portion of the screen will display the name of the Educator being viewed and the Evaluator's name. For users that are not the Educator, the screen will display the access available for the Educator's evaluation forms.

The Superintendent and/or Superintendent Designee (if not the Evaluator) will have access to view all Educators' evaluations in the LEA. The Principal (if not the Evaluator) will have access to view all Educators' evaluations in the building.

Overall Progress

This section displays the percent complete of the evaluation forms for the Educator.

Evaluation Workflow Screen Information

This section will detail some of the features of the Evaluation screen shown below.

The screenshot shows the Evaluation Workflow screen with several forms listed:

- Teacher Self-Assessment Summary Tool**: Status: Completed / Skipped. A green checkmark icon indicates it is completed. A lock icon and a Private button are present.
- Step 1: Professional Growth and Improvement Plans**: Status: In Progress.
- Professional Growth Plan**: Status: In Progress. A red box highlights the "Show Details" link.
- Improvement Plan Template**: Status: Not Started. A red box highlights the "Start" button.

At the top left, there are "Collapse All" and "Expand All" buttons. At the top right, there is a "Completed" status indicator.

Collapse/Expand Steps

The forms are displayed in order of the process and divided into steps. The steps can be collapsed or expanded by clicking on the words **Collapse All** and **Expand All** on the left side of the screen. To collapse or expand one step, click on the title bar.

Status

The status of each form is displayed on the screen. The statuses are as follows:

- **Not Started** – Completion of this form has not started.
- **In Progress** – Evaluator or Educator has started or has completed the form. The other person has not completed the form.
- **Completed** – The required person(s) has/have completed the form.
- **Completed/Skipped** – The required person has elected not to complete the form by skipping it.

Completion

A green check mark will display on the forms and/or steps to indicate complete.

The **Completion Process** is listed under each form for reference. This will indicate who completes the form first and who closes the form.

Show Details

Click on "Show Details" to view the names of the person(s) who completed the form and the start and completed dates.

Accessing a Form

To go to a specific form, click on the button to the right of the form name.



A form may not be accessible until other events have occurred. In this case, review the completion process and details/status to find out why the form is not accessible.

Templates

In some instances, forms are grouped together in a template. In order to add a group of observation forms for a cycle, click on the **Add New** button. Note the **Add New** button is present on the right to add another observation cycle.

A cycle can be deleted if none of the forms have been started.

Alternate Workflow Types

The LEA setup process allows the Superintendent or Superintendent Designee the choice of one of the three options below for usage of the eTPES system's forms.

- All electronic forms (if using OTES or OPES models only).
- Combination of electronic and district specific forms (PDF Scan/upload).
- Manual entry of Teacher/Principal performance ratings and Student Growth information so the system will calculate the Final Summative Rating.

Option 1 - All Electronic Forms

The standard OTES or OPES model forms are represented in a web-based electronic format for data entry in the eTPES website.

Option 2 - Combination of Electronic and LEA Specific Forms (SCAN/PDF Upload)

The standard OTES or OPES model forms are provided in a web-based electronic format. An additional feature is included to allow the Evaluator or Educator to attach a PDF file to complete a form instead of entering the data on the electronic form.

To attach an LEA specific form, click on **Attachments** on the desired form item. This will expand the screen to show the **Add File** button. Click on **Add File** and the pop-up below will display. The process of attaching a PDF will indicate completion of the form to eTPES.

Option 1 & 2 OTES Form List

Step name	Form name	Completion process
Optional Self-Assessment	Self-Assessment Summary Tool	Private - Teacher completes; viewable by Teacher only
Step 1: Professional Growth and Improvement Plans	Professional Growth Plan	Teacher completes; then evaluator edits and completes
	Improvement Plan	Evaluator completes; then teacher views and completes
	Improvement Plan: Evaluation of Plan	Evaluator completes; then teacher views and completes
Step 2: Formative Assessment/Examination of Artifacts	Pre-conference	Teacher completes; then evaluator edits and completes
	Informal Observation	Evaluator completes; then teacher views and completes
	Formal Observation/Performance Rubric	Evaluator completes; then teacher views and completes
	Post-conference Planning	Evaluator completes; teacher <u>cannot view</u> at any time
Step 3: Student Growth Measures	SGM Educator Percentage Configuration	Principal or Supt completes; does not display on teacher workflow
	SGM Educator Ratings Worksheet	Principal or Supt completes; teacher views
Step 4: Final Summative	Final Summative Rating of Teacher Effectiveness	Principal completes; then teacher views and complete

Option 1 & 2 OPES Form List

Step name	Form name	Completion process
Optional Self-Assessment	Self-Assessment Form A	Private - Principal completes; viewable by Principal only; evaluator cannot view
	Self-Assessment Form B	Private - Principal completes; viewable by Principal only; evaluator cannot view
Step 1: Professional Growth and Improvement Plans	Professional Growth Plan	Principal completes; then evaluator edits and completes
	Improvement Plan	Evaluator completes; then principal views and completes
	Improvement Plan: Evaluation of Plan	Evaluator completes; then principal views and completes
Step 2: Formative Assessment/Examination of Artifacts	Formal Observation/Examination of Artifacts	Evaluator completes; then principal views and completes
	Informal Observation	Evaluator completes; then principal views and completes
Step 3: Performance Rating Rubric	Performance Rating Rubric	Evaluator completes; then principal views and completes
Step 4: Student Growth Measures	SGM Educator Percentage Configuration	Superintendent completes; does not display on principal workflow
	SGM Educator Ratings Worksheet	Superintendent completes; principal views
Step 5: Final Summative	Final Summative Rating of Principal Effectiveness	Superintendent completes; then principal views and completes

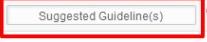
Option 3 - Manual Entry of Performance Ratings and Student Growth Measure Data (eTPES will calculate the final summative rating)

Principal: Forms Overview

This section will detail features of forms. All forms will contain the same features. The screen displayed below is the Teacher Professional Growth Plan.

Evaluation Form for Robert Teacher

 Back to Evaluations

Teacher Professional Growth Plan  

Instructions: The Growth Plan identifies goals based on student learning needs (student achievement/outcomes for students), and teacher performance on the standards (self-assessment and reflection). During the evaluation process, record the dates the teacher and evaluator review goals, identify evidence indicators, and discuss the supports needed to accelerate and continue teacher growth through professional development.

NOTE: This form is editable by the Teacher and Evaluator. The Teacher must complete the form first. Upon Teacher completion, the Evaluator will be notified and have access to review/edit the form. Upon Evaluator completion, the Teacher will be notified.

1. Type of Growth Plan

1.1 Select the type of Growth Plan.*

Self-Directed Collaborative [clear selection](#)

2. Annual Focus

These are addressed by the Evaluator as appropriate for this Teacher.

Goal 1 Area: Student Achievement/Outcomes for Students

2.1 Goal 1: Statement*

[Large text input field]



Each form will display the following:

- **Suggested Guidelines** – click on this button to read the guidelines from the framework.
- **Instructions** – this section will explain how to complete the form.
- **Notes** – this section will explain the flow of the form, who has access and when.

These are important and should be read prior to completing the form.

Saving

When an answer is entered, whether by typing text or clicking on a button/box, the answer is automatically saved. The form will save all items entered, therefore users can enter and exit the form as necessary without losing data.

Required answers

A red asterisk after the question indicates that the answered is required prior to completion of the form.

Print to PDF

Each form can be printed by clicking on **Print to PDF**. This will bring up a new screen displaying the document in a PDF format.

Character limitation in text boxes

All text boxes have the capability of accepting an unlimited number of characters.

Completing Forms

After the questions have been answered on the form, go to the bottom of the screen, enter a PIN and click on the **complete** button. See instructions regarding how to view a PIN.

Notifications will be sent to both parties that the form has been completed and, if applicable, viewing or editing will be enabled for the other party. See the notes on each specific form regarding who will be able to view/edit the form.

Collaborative Completion of Forms - Forms that require both Evaluator and Educator signatures support collaborative meetings. The Evaluator and Educator can both enter their PIN from the Evaluator's screen when conducting a collaborative meeting.

Reopening Forms

Forms can be reopened for additional editing. The forms can be reopened by the person who created the form. To reopen a form, go to the bottom of the form and click on the **Reopen for Editing** button. If there is no button, then access to reopen is not available.

Comments

Forms that involve two parties include a comment feature. Comments are responses that can be entered and sent back and forth between the two parties. All comments submitted are displayed at the bottom of the form and are specific to that form only.

Principal: Changing Evaluators



The following roles have the ability to modify the Primary and Secondary Evaluators assigned to an educator in their LEA/Building:

- Superintendent
- Superintendent Designee
- HR Administrator
- Principal

The Principal will only have access to the building for which they have the Principal permission for updating evaluators. They will not be able to update the evaluator(s) assigned to their own OPES evaluation.

At the top of the **Evaluation** page, there will be the evaluation information for that Educator, including their Primary and Secondary Evaluators listed. To change the Primary Evaluator to another Evaluator, click on the **change** link, outlined in red below. To change or add a Secondary Evaluator, click on the **change** link next to the assigned Secondary Evaluators.



One Primary Evaluator per Educator must be selected. It is not required to assign a Secondary Evaluator.

Academic Year: 2013-2014	Evaluation Model: Teacher (all electronic forms)
LEA: Training District 4 (900004) (change)	Primary Evaluator: Sandy Gammons (TR0000004) (change)
Building: Training School 4 (700004) (change)	Secondary Evaluators: Unassigned (change)
Educator: Robert Teacher (RT0000004)	Your Access Level: Evaluator

Evaluation Forms	
Collapse All Expand All	
– Optional Self-Assessment	
Teacher Self-Assessment Summary Tool Completion Process: Teacher Only (Private)	Status: Not Started Show Details Locked

A pop-up will appear listing the LEA-approved Evaluators. To make the changes, click the check-box next to the new Evaluator and then click **Apply**.



The list will only include LEA-approved evaluators for the building that the Teacher or Educator is located.

Now, listed as the Primary Evaluator, is Donna Evaluator. **Your Access Level** shows that Jane Superintendent can only view the record.

The screenshot shows the eTPES Building Admin interface. On the left, there's a sidebar with various tabs like '2013-2014', 'Demonstration District 1', 'School A (000010) (change)', 'Joe Principal (ZZ127287)', 'Expand All', 'Self-Assessment', 'Assessment A Only (Private)', 'Assessment B Only (Private)', 'Professional Growth and Improvement Plan', and 'Final Growth Plan First, Evaluator Closes'. The main area displays evaluation details for 'Jane Superintendent (ZZ4877821) (change)' under 'Evaluation Model: Principal (all electronic forms)'. A modal dialog box titled 'Assign Primary Evaluator' is open, asking 'Select one LEA approved evaluator to be the primary evaluator:'. It lists two options: 'Evaluator, Donna (ZZ2200983) School A | Evaluator' (which is highlighted with a red box) and 'Superintendent, Jane (ZZ4877821) Demonstration District 1 | Practice Superintendent'. At the bottom of the dialog are 'Cancel' and 'Apply' buttons, with 'Apply' also highlighted with a red box. In the background, there are other rows of evaluation records with lock icons.

In selecting the Secondary Evaluator, perform the same actions in selecting the Primary Evaluator. To save the changes to your selection, click **Apply**.



More than one Secondary Evaluator per Educator can be selected using the check-boxes next to the names listed. A currently assigned Secondary Evaluator can be removed by removing the check next to the Evaluator's name.

Evaluation Model: Teacher (all electronic forms)

Primary Evaluator: Erin McCloud (TR0000081) (selected)

Change Secondary Evaluator(s)

Select LEA approved evaluators to be the Secondary Evaluators:

Superintendent, Jane (TS0000081)
Training District 24 | Superintendent

Cancel Show Details

Donna Evaluator is now listed as the Primary Evaluator. Your Access Level shows that Jane Superintendent can only view this record.

Academic Year: 2013-2014	Evaluation Model: Principal (all electronic forms)
LEA: Demonstration District 1 (000001) (change)	Primary Evaluator: Donna Evaluator (ZZ2200983) (change)
Building: School A (000010) (change)	Evaluators: Unassigned
Educator: Joe Principal (ZZ1272876)	Your Access Level: View Only

Evaluation Forms

[Collapse All](#) [Expand All](#)

— Optional Self-Assessment Not Started

Self-Assessment A Principal Only (Private)	Status: Not Started Show Details	Locked
Self-Assessment B Principal Only (Private)	Status: Not Started Show Details	Locked

— Step 1: Professional Growth and Improvement Plans Not Started

Professional Growth Plan Principal First, Evaluator Closes	Status: Not Started Show Details	Locked
Improvement Plan Evaluator First, Principal Closes	Status: Not Started Show Details	Locked
Improvement Plan: Evaluation of Plan Evaluator First, Principal Closes	Status: Not Started Show Details	Locked

The list of Educators record for Joe Principal has changed to **View**. To change the record for another Educator, click on **View** as shown below.

Educators at School A (000010)					
Show 10			Search:		
State ID	Last Name	First Name	Evaluation Type	Percent Complete	
ZZ1272876	Principal	Joe	Principal (all electronic forms)	<div style="width: 0%; background-color: red;">0</div>	View
ZZ6085183	Teacher	Karen	Teacher (all electronic forms)	<div style="width: 0%; background-color: red;">0</div>	View
ZZ6995484	Teacher	Mark	Teacher (all electronic forms)	<div style="width: 0%; background-color: red;">0</div>	View
ZZ4120687	Teacher	Robert	Teacher (all electronic forms)	<div style="width: 0%; background-color: red;">0</div>	View
ZZ1147713	Teacher	Sally	Teacher (all electronic forms)	<div style="width: 0%; background-color: red;">0</div>	View

Show 10

Showing 1 to 5 of 5 entries

Evaluators: If you are missing an educator in this list, please ask your Superintendent/Designee or Principal to verify the educator account has been activated and you are assigned as an evaluator for that individual.

For Karen Teacher, the **Primary Evaluator** is **Unassigned**. Click on the **change** link and a pop-up would appear with a list of approved Evaluators.

Academic Year: 2013-2014	Evaluation Model: Teacher (all electronic forms)
LEA: Demonstration District 1 (000001) (change)	Primary Evaluator: Unassigned (change)
Building: School A (000010) (change)	Evaluators: Unassigned
Educator: Karen Teacher (ZZ6085183)	Your Access Level: View Only

Evaluation Forms

[Collapse All](#) [Expand All](#)

– Optional Self-Assessment Not Started

Teacher Self-Assessment Summary Tool Teacher Only (Private)	Status: Not Started Show Details	Locked
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– Step 1: Professional Growth and Improvement Plans Not Started

Professional Growth Plan Teacher First, Evaluator Closes	Status: Not Started Show Details	Locked
Improvement Plan Evaluator First, Teacher Closes	Status: Not Started Show Details	Locked
Improvement Plan: Evaluation of Plan Evaluator First, Teacher Closes	Status: Not Started Show Details	Locked

Select the Evaluator to assign as the **Primary Evaluator** and then click **Apply**.



The list will only include the LEA-approved Evaluators for the building that the Teacher or Educator is located.

Evaluation Model: Teacher (all electronic forms)

Select one LEA approved evaluator to be the primary evaluator:

- Evaluator, Donna (ZZ2200983)**
School A | Evaluator
- Principal, Joe (ZZ1272876)**
School A | Principal
- Superintendent, Jane (ZZ4877821)**
Demonstration District 1 | Practice Superintendent

[Cancel](#) [Apply](#)

Now the record will reflect the changes made.

Academic Year: 2013-2014 LEA: Demonstration District 1 (000001) (change) Building: School A (000010) (change) Educator: Karen Teacher (ZZ6085183)	Evaluation Model: Teacher (all electronic forms) Primary Evaluator: Donna Evaluator (ZZ2200983) (change) Evaluators: Unassigned Your Access Level: View Only
--	--

Evaluation Forms

[Collapse All](#) [Expand All](#)

- Optional Self-Assessment Not Started
 - Teacher Self-Assessment Summary Tool** Status: Not Started
[Show Details](#)
- Step 1: Professional Growth and Improvement Plans Not Started
 - Professional Growth Plan** Status: Not Started
[Show Details](#)
 - Improvement Plan** Status: Not Started
[Show Details](#)
 - Improvement Plan: Evaluation of Plan** Status: Not Started
[Show Details](#)

Principal: Teacher Evaluation Forms

The following section details the individual OTES evaluation forms in the system.



The steps outlined in the following sections are based on the LEA Setup of Option 1 and 2.

For LEA Option Setup 3, the steps will be different.

Below are the steps for Option 3:

Step 1: Formative Assessment

Step 2: Student Growth Measures (SGM)

Step 3: Summative Evaluation

Evidence/Artifacts

Evaluator View of Teacher Self-Assessment

– Optional Self-Assessment		Not Started
Teacher Self-Assessment Summary Tool Teacher Only (Private)	Status: Not Started Show Details	Locked



This form is private and only accessible by the Principal. The Evaluator cannot view or edit this form. Upon completion, the Evaluator will be notified the form is complete, but will not be able to view or edit the form.

Evaluator View of Teacher's Step 1: Professional Growth and Improvement Plans

Step 1 of the demonstrated workflow is **Professional Growth and Improvement Plans**.

i One of the following plans are required:

- **Professional Growth Plan**
- **Improvement Plan**

If the teacher is on a **Professional Growth Plan**, then that form is required and the **Improvement Plan** forms can be skipped by the evaluator. If the teacher is on the **Improvement Plan**, then those forms are required. The teacher can skip the **Professional Growth Plan** by clicking **Optional**, next to the **Start** button.

The **Improvement Plan: Evaluation of Plan** will be filled out later in the year only if the teacher is on the **Improvement Plan**.

As shown below, the **Professional Growth Plan** has an **Optional** button that can be skipped if the educator is on the **Improvement Plan**.

The **Improvement Plan** and the **Improvement Plan: Evaluation of Plan** is locked initially to the teacher. These forms will be available to the teacher, once the evaluator, has completed them.

The screenshot shows a user interface for Step 1: Professional Growth and Improvement Plans. It displays three items in a list:

- Professional Growth Plan**: Status: Not Started. Buttons: Optional, Start.
- Improvement Plan**: Status: Not Started. Buttons: Optional, Start.
- Improvement Plan: Evaluation of Plan**: Status: Not Started. Buttons: Optional, Start.

Each item includes a small icon and a brief description. The 'Optional' button is highlighted in the first item, indicating it can be skipped.

The following sections will explain each form in depth.

Teacher Professional Growth Plan

The **Professional Growth Plan** form must be completed by the teacher first. The form will be locked for the evaluator until the teacher has completed the form. Upon teacher completion, the evaluator will be notified and have access to review/edit the form. Upon evaluator completion, the teacher will be notified.

Academic Year: 2013-2014
LEA: Training District 4 (900004) (change)
Building: Training School 4 (700004) (change)
Educator: Robert Teacher (RT0000004)

Evaluation Model: Teacher (all electronic forms)
Primary Evaluator: Sandy Sammons (TR0000004) (change)
Secondary Evaluators: Unassigned (change)
Your Access Level: Evaluator

Evaluation Forms

[Collapse All](#) [Expand All](#)

+ Optional Self-Assessment Not Started

- Step 1: Professional Growth and Improvement Plans In Progress

Professional Growth Plan Completion Process: Teacher First, Evaluator Closes	Status: Not Started Show Details	Optional Locked
Improvement Plan Completion Process: Evaluator First, Teacher Closes	Status: Not Started Show Details	Optional Start
Improvement Plan: Evaluation of Plan Completion Process: Evaluator First, Teacher Closes	Status: Not Started Show Details	Optional Start

If the teacher is on a Professional Growth Plan, the Improvement Plan and Evaluation of Plan forms should be skipped by the evaluator. To skip the form, click on the **Optional** button then click on the **Skip** button. The forms can be restored if needed at a later time or skipped in error.

After the teacher has completed the **Professional Growth Plan**, click on **Continue** to open the form.

Academic Year: 2013-2014
LEA: Training District 4 (900004) (change)
Building: Training School 4 (700004) (change)
Educator: Robert Teacher (RT0000004)

Evaluation Model: Teacher (all electronic forms)
Primary Evaluator: Sandy Sammons (TR0000004) (change)
Secondary Evaluators: Unassigned (change)
Your Access Level: Evaluator

Evaluation Forms

[Collapse All](#) [Expand All](#)

+ Optional Self-Assessment Not Started

- Step 1: Professional Growth and Improvement Plans In Progress

Professional Growth Plan Completion Process: Teacher First, Evaluator Closes	Status: In Progress Show Details	Continue
Improvement Plan Completion Process: Evaluator First, Teacher Closes	Status: Completed / Skipped Show Details	Restore Locked
Improvement Plan: Evaluation of Plan Completion Process: Evaluator First, Teacher Closes	Status: Completed / Skipped Show Details	Restore Locked

At the top of the page, you will see an **Educator** button that will direct you back to the teacher's evaluation page. You will also have **Suggested Guidelines** and the option to **Print to PDF** on the right side of the screen.

Dashboard Administration Evaluations Educators Reports Help

Evaluation Form for Robert Teacher (RT0000004)

 Educator

Teacher Professional Growth Plan

Suggested Guideline(s)  PRINT TO PDF

VIEW COMMENTS

Instructions: The Growth Plan identifies goals based on student learning needs (student achievement/outcomes for students), and teacher performance on the standards (self-assessment and reflection). During the evaluation process, record the dates the teacher and evaluator review goals, identify evidence indicators, and discuss the supports needed to accelerate and continue teacher growth through professional development.

NOTE: This form is editable by the Teacher and Evaluator. The Teacher must complete the form first. Upon Teacher completion, the Evaluator will be notified and have access to review/edit the form. Upon Evaluator completion, the Teacher will be notified.

When the form opens you will see the information entered by the teacher regarding their two goals and evidence. Enter comments regarding professional growth to support these goals in sections 2.3 and 2.6. In addition, enter the dates discussed in section 3.1.

1. Type of Growth Plan

1.1 Select the type of Growth Plan:^{*}

Self-Directed Collaborative [clear selection](#)

2. Annual Focus

These are addressed by the Evaluator as appropriate for this Teacher.

Goal 1 Area: Student Achievement/Outcomes for Students

2.1 Goal 1: Statement^{*}

Goal 1 Statement entered by teacher.

2.2 Goal 1: Evidence indicators^{*}

Goal 1 Evidence Indicators entered by teacher.

2.3 Goal 1: Areas for Professional Growth (Supports needed, resources, professional development)

Comments during conference with Teacher and Evaluator are made appropriate to the needs of the Teacher.^{}*

Evaluator enters comments regarding Professional Growth for Goal 1.

Goal 2 Area: Teacher Performance on the Ohio Standards for the Teaching Profession

2.4 Goal 2: Statement*

Goal 2 Statement entered by teacher.

2.5 Goal 2: Evidence indicators*

Goal 2 Evidence Indicators entered by teacher.

2.6 Goal 2: Areas for Professional Growth (Supports needed, resources, professional development)

*Comments during conference with Teacher and Evaluator are made appropriate to the needs of the Teacher.**

Evaluator enters comments regarding Professional Growth for Goal 2.

3. Dates

3.1 Record dates when discussed.*

9/18/13 and 10/9/13

To complete the form, enter your PIN, which can be found on the **User Settings** page or by clicking on the **Forgot your PIN?** link, shown below.

You also have the ability to add comments to the form. These comments are not meant to be a part of the evaluation record, rather a way for you to communicate efficiently with your evaluator regarding the forms.

Note

This form is editable by the Teacher and Evaluator. The Teacher must complete the form first. Upon Teacher completion, the Evaluator will be notified and have access to review/edit the form. Upon Evaluator completion, the Teacher will be notified.

Entering your PIN # below verifies the Teacher and Evaluator have discussed and agreed upon this Growth Plan.

PIN Completion

Teacher has completed this form

Enter Evaluator PIN below and click "Complete Form" to confirm.

Evaluator PIN:

Complete Form

Forgot your PIN?

COMMENTS

ADD A COMMENT...

No Comments Entered

 Educator

Teacher Improvement Plan

The **Improvement Plan** form is editable by the evaluator only. Upon evaluator completion, the teacher will be notified and have access to view the form. After the teacher enters the PIN and clicks on the completion button, the evaluator will be notified.

If the teacher is on an Improvement Plan, the Professional Growth Plan form should be skipped by the teacher. The form can be restored if needed at a later time or skipped in error.

To begin the **Improvement Plan**, click on the **Start** button. See below.

Dashboard Administration Evaluations Educators Reports Help

Educator Search Building Educators

Academic Year: 2013-2014
LEA: Training District 4 (900004) (change)
Building: Training School 4 (700004) (change)
Educator: Robert Teacher (RT0000004)

Evaluation Model: Teacher (all electronic forms)
Primary Evaluator: Sandy Sammons (TR0000004) (change)
Secondary Evaluators: Unassigned (change)
Your Access Level: Evaluator

Evaluation Forms

[Collapse All](#) [Expand All](#)

Form Type	Description	Status	Actions
+ Optional Self-Assessment		Completed	
- Step 1: Professional Growth and Improvement Plans		In Progress	
Professional Growth Plan	Completion Process: Teacher First, Evaluator Closes	Completed / Skipped Show Details	
Improvement Plan	Completion Process: Evaluator First, Teacher Closes	Not Started Show Details	Start
Improvement Plan: Evaluation of Plan	Completion Process: Evaluator First, Teacher Closes	Not Started Show Details	

At the top of the page, you will see an **Educator** button that will direct you back to the teacher's evaluation page. You will also have **Suggested Guidelines** and the option to **Print to PDF** on the right side of the screen.

Evaluation Form for Robert Teacher (RT0000004)

Educator

Teacher Improvement Plan

Suggested Guideline(s) **PRINT TO PDF**

VIEW COMMENTS

Instructions: The Improvement Plan is developed when an educator makes below expected growth with his/her students AND/OR receives an overall ineffective rating or an ineffective rating on any of the components of the OTES evaluation. The evaluator should list specific areas for improvement, list measurable goals to improve performance, describe specific plans of action, indicate sources of evidence that will be used to document, and describe specific supports and professional development. If corrective actions are not made within the time as specified in the plan, a recommendation may be made for dismissal or to continue on the plan.

NOTE: This form is editable by the Evaluator only. Upon Evaluator completion, the Teacher will be notified and have access to view the form. After the Teacher enters the PIN and clicks on the completion button, the Evaluator will be notified.

The Improvement Plan form consists of five sections. Each section must be completed by the evaluator.

The first section is the improvement statement. Indicate performance standards addressed in the plan, dates the improvement area or concern was observed and specific statements of the concern/areas of improvement.

1. Improvement Statement

List specific areas for improvement as related to the Ohio Standards for the Teaching Profession. Attach documentation.

1.1 Performance standard(s) addressed in this plan:^{*}

1.2 Date(s) improvement area or concern observed:^{*}

1.3 Specific statement of the concern: Areas of improvement:^{*}

The second section addresses the desired level of performance.

2. Desired Level of Performance

List specific measurable goals to improve performance. Indicate what will be measured for each goal.

2.1 List Goals:^{*}

2.2 Level of Performance: Specifically describe successful improvement target(s):^{*}

2.3 Beginning Dates:^{*}

2.4 Ending Dates:^{*}

The third section addresses the plan of action in detail.

3. Specific Plan of Action

Describe in detail specific plans of action that must be taken by the Teacher to improve his/her performance. Indicate the sources of evidence that will be used to document the completion of the Improvement Plan.

3.1 Actions to be taken:^{*}

3.2 Sources of evidence that will be examined:^{*}

The fourth section addresses assistance and professional development.

4. Assistance and Professional Development

4.1 Describe in detail specific supports that will be provided as well as opportunities for Professional Development:^{*}

The fifth section should be used to record the date of the Improvement Plan conference and the date you will evaluate the Improvement Plan.

5. Dates

5.1 Date of Improvement Plan conference:^{*}

5.2 Date for this Improvement Plan to be evaluated:^{*}

To complete the form, enter your PIN, which can be found on the **User Settings** page or by clicking on the **Forgot your PIN?** link, shown below.

You also have the ability to add comments to the form. These comments are not meant to be a part of the evaluation record, rather a way for you to communicate efficiently with your evaluator regarding the forms.

Note

This form is editable by the Evaluator only. Upon Evaluator completion, the Teacher will be notified and have access to view the form. After the Teacher enters the PIN and clicks on the completion button, the Evaluator will be notified.

I have reviewed this evaluation and discussed it with my evaluator. Entering my PIN # below indicates that I have been advised of my performance status; it does not necessarily imply that I agree with this evaluation.

The evaluator's PIN # on this form verifies that the proper procedures, as detailed in the local contract, have been followed.

PIN Completion

Evaluator must complete form first

Enter Evaluator PIN below and click "Complete Form" to confirm.

Evaluator PIN:

Complete Form

Forgot your PIN?

COMMENTS

ADD A COMMENT...

No Comments Entered



Educator

Teacher Improvement Plan: Evaluation of Plan

The **Improvement Plan: Evaluation of Plan** form is to be used by the evaluator at the end of the time specified in the Improvement Plan. The form is editable by the evaluator only. Upon evaluator completion, the teacher will be notified and have access to view the form. After the teacher enters the PIN and clicks on the completion button, the evaluator will be notified.

To begin the **Improvement Plan: Evaluation of Plan**, click on the **Start** button. See below.

The screenshot shows the 'Building Educators' section of the application. At the top, it displays basic information: Academic Year (2013-2014), LEA (Training District 4), Building (Training School 4), and Educator (Robert Teacher). It also shows the evaluation model (Teacher, all electronic forms), primary evaluator (Sandy Sammons), secondary evaluators (Unassigned), and the user's access level (Evaluator). Below this, there's a section titled 'Evaluation Forms' with three items listed:

- Optional Self-Assessment:** Status: Completed (indicated by a green checkmark icon).
- Step 1: Professional Growth and Improvement Plans:** Status: In Progress (indicated by a blue progress bar icon). This section contains two items:
 - Professional Growth Plan:** Status: Completed / Skipped (indicated by a blue checkmark icon). Buttons: Restore, Locked.
 - Improvement Plan:** Status: Completed (indicated by a blue checkmark icon). Buttons: View.
- Improvement Plan: Evaluation of Plan:** Status: Not Started (indicated by a grey info icon). Buttons: Optional, Start (the 'Start' button is highlighted with a red box).

At the top of the page, you will see an **Educator** button that will direct you back to the teacher's evaluation page. You will also have **Suggested Guidelines** and the option to **Print to PDF** on the right side of the screen.

The screenshot shows the 'Evaluation Form for Robert Teacher (RT0000004)' page. At the top left is an 'Educator' button. On the right are 'Suggested Guideline(s)', 'PRINT TO PDF' (button highlighted with a red box), and 'VIEW COMMENTS'.

Instructions: This form will be completed by the Evaluator at the end of the time specified in the Improvement Plan. The Evaluator will review the Improvement Plan with the Teacher and determine which action is appropriate. The Evaluator should provide justification for his/her recommendation for action and attach evidence in the space provided.

NOTE: This form is editable by the Evaluator only. Upon Evaluator completion, the Teacher will be notified and have access to view the form. After the Teacher enters the PIN and clicks on the completion button, the Evaluator will be notified.

This form has four sections which are viewable below. The evaluator will indicate the Improvement Plan conference date, Evaluation of Plan conference date, recommendation and justification for the recommendation including evidence.

The form is divided into four sections:

- 1. Improvement Plan**

1.1 This Evaluation refers to the Improvement Plan Conference dated.* (text input field with calendar icon)
- 2. Justification for recommendation**

2.1 Provide justification for the recommendation indicated below and attach evidence to support the recommended course of action.* (large text area)
- 3. Recommendation**

3.1 Select the recommended course of action.* (dropdown menu)
- 4. Evidence**

4.1 Attach evidence to support the recommended course of action.* (file upload field)

3. Recommendation

3.1 The improvement plan has been evaluated at the end of the time specified in the plan. Outcomes from the improvement plan demonstrate the following action to be taken:^{*}

- Improvement is demonstrated and performance standards are met to a satisfactory level of performance.^{**}
- The Improvement Plan should continue for time specified.
- Dismissal is recommended.

[clear selection](#)

*** The acceptable level of performance varies depending on the teacher's years of experience. Teachers in residency—specifically in Years 1 through 4—are expected to perform at the Developing level or above. Experienced teachers—with five or more years of experience—are expected to meet the Proficient level or above.*

3.2 If Improvement Plan is to be continued for a specific time, enter dates below:

4. Conference Date

4.1 Evaluation of Improvement Plan conference date:^{*}

I have reviewed this evaluation and discussed it with my evaluator. Entering my PIN # below indicates that I have been advised of my performance status; it does not necessarily imply that I agree with this evaluation.

The evaluator's PIN # on this form verifies that the proper procedures, as detailed in the local contract, have been followed.

To complete the form, enter your PIN, which can be found on the **User Settings** page or by clicking on the **Forgot your PIN?** link, shown below.

You also have the ability to add comments to the form. These comments are not meant to be a part of the evaluation record, rather a way for you to communicate efficiently with your evaluator regarding the forms.

PIN Completion

Evaluator must complete form first

Enter Evaluator PIN below and click "Complete Form" to confirm.

Evaluator PIN:

Complete Form

[Forgot your PIN?](#)

COMMENTS

[ADD A COMMENT...](#)

No Comments Entered

 Educator

Evaluator View of Teacher's Step 2: Formative Assessment

Step 2: Formative Assessment will have the **Observation Template**, which is viewable by the evaluator only. It also has the **Teacher Professional Project**, which is optional.

Prior to starting a new observation, Step 2 will look similar to the image below.

The screenshot shows the 'Step 2: Formative Assessment' section. It contains two items:

- Observation Template**: Status: Completed. Buttons: Show Details, Add New.
- Teacher Professional Project**: Status: Not Started. Buttons: Show Details, Optional, Start.

Once the Primary Evaluator selects the **Add New** link, a series of forms will appear that will open up the observation process to be completed.

The screenshot shows the expanded 'Step 2: Formative Assessment' section. It contains five items, each with an 'ADD NEW' button highlighted by a red box:

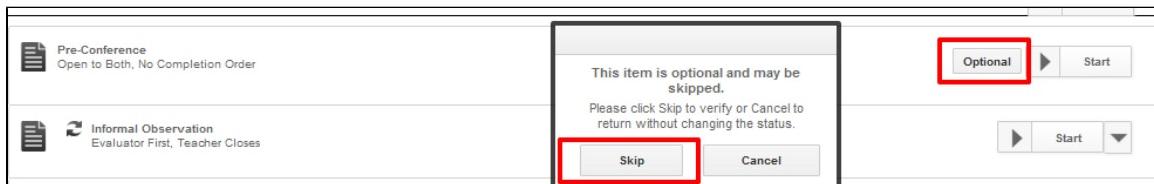
- Pre-Conference**: Completion Process: Teacher First, Evaluator Closes. Status: Not Started. Buttons: Show Details, Locked.
- Informal Observation**: Completion Process: Evaluator First, Teacher Closes. Status: Not Started. Buttons: Show Details, Start, Down arrow.
- Formal Observation / Performance Rubric**: Completion Process: Evaluator First, Teacher Closes. Status: Not Started. Buttons: Show Details, Start.
- Post-Conference Planning**: Completion Process: Evaluator Only (Private). Status: Not Started. Buttons: Show Details, Optional, Start.
- Teacher Professional Project**: Completion Process: Teacher First, Evaluator Closes. Status: Not Started. Buttons: Show Details, Locked.

The following sections will explain each part of the process in detail.

Evaluation Pre-Conference Form

The **Pre-Conference** form must be completed by the teacher first and then the evaluator will close it.

If you need to skip the form, click on the **Optional** button and a pop-up will appear. Click on **Skip** to make your selection.



If you choose to complete the pre-conference form, you will be directed to the form's page similar to the one shown below.



This form is editable by the Teacher and Evaluator. The teacher will review/complete the form first. Upon completion, the Evaluator will be notified and have access to review/respond to the form. Upon Evaluator completion, the Teacher will be notified.

There are Suggested Guidelines to guide you through the completion process as well as the ability to print the form in PDF.

There are three sections to this form:

1. Instructional Planning
2. Instruction and Assessment
3. Professional Responsibilities

A screenshot of the 'Evaluation Form for Mary Teacher (MT0000001)' interface. At the top, it says 'Evaluation Form for Mary Teacher (MT0000001)' and shows 'Educator' status. Below that is a 'Teacher Pre-Conference' section with a 'PRINT TO PDF' button and a 'VIEW COMMENTS' link. A note states: 'Instructions: The questions provided are intended to guide thinking and conversation; every question may not be answered or relevant for every observation. Teachers may choose to write responses or discuss their responses during the conference. Principals may want to enter notes as a record of their conversation with the teacher.' Another note says: 'NOTE: This form is editable by the Teacher and Evaluator. The Teacher will review/complete the form first. Upon Teacher completion, the Evaluator will be notified and have access to review/respond to the form. Upon Evaluator completion, the Teacher will be notified.' The form is divided into sections: '1. Instructional Planning', 'ASSESSMENT DATA (Standard 3: Assessment)', 'PRIORITY CONTENT KNOWLEDGE/SEQUENCE/CONNECTIONS (Standard 1: Students, Standard 2: Content and Standard 4: Instruction)', 'KNOWLEDGE OF STUDENTS (Standard 1: Students)', and '1.1 Teacher Responses' and '1.2 Evaluator Comments'. The '1.1 Teacher Responses' section contains the note '(Read Only) This item has not been answered.'

In each of the sections, the Teacher will have the ability to response to the content and their comments will be available in read only format.

2. Instruction and Assessment

LESSON DELIVERY (Standard 2: Content and Standard 4: Instruction)

How will the goals for learning be communicated to students?
What instructional strategies and methods will be used to engage students and promote independent learning and problem solving?
What strategies will be used to make sure all students achieve lesson goals?
How will content-specific concepts, assumptions, and skills be taught?

DIFFERENTIATION (Standard 1: Students and Standard 4: Instruction)

How will the instructional strategies address all students' learning needs?
How will the lesson engage and challenge students of all levels?
How will developmental gaps be addressed?

RESOURCES (Standard 2: Content and Standard 4: Instruction)

What resources/materials will be used in instruction?
How will technology be integrated into lesson delivery?

CLASSROOM ENVIRONMENT (Standard 1: Students and Standard 5: Learning Environment)

How will the environment support all students?
How will different grouping strategies be used?
How will safety in the classroom be ensured?
How will respect for all be modeled and taught?

ASSESSMENT OF STUDENT LEARNING (Standard 3: Assessment)

How will you check for understanding during the lesson?
What specific products or demonstrations will assess student learning/achievement of goals for instruction?
How will you ensure that students understand how they are doing and support students' self-assessment?
How will you use assessment data to inform your next steps?

2.1 Teacher Responses:

(Read Only) This item has not been answered

2.2 Evaluator Comments:

At the bottom of each section, the evaluator will have the ability to make comments.

3. Professional Responsibilities

COLLABORATION AND COMMUNICATION (Standard 6)

How do you cooperate with colleagues?
How do you work with others when there is a problem?
What is your communication style with students? With families? With colleagues?
In what ways do you seek the perspectives of others? Give an example.

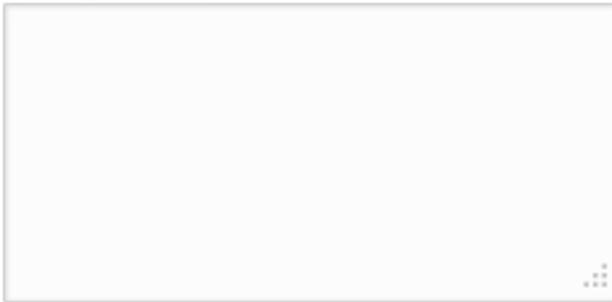
PROFESSIONAL RESPONSIBILITY AND GROWTH (Standard 7)

How do you apply knowledge gained from other experiences into your teaching?
Discuss ways you reflect and analyze your teaching.
What are some proactive ways you further your own professional growth?

3.1 Teacher Responses:

(Read Only) This item has not been answered

3.2 Evaluator Comments:



Upon completion of the form, the evaluator will have to enter his or her PIN to complete the form.

Note

This form is editable by the Teacher and Evaluator. The Teacher will review/complete the form first. Upon Teacher completion, the Evaluator will be notified and have access to review/respond to the form. Upon Evaluator completion, the Teacher will be notified.

PIN Completion

Enter Teacher PIN below and click "Complete Form" to confirm.

Teacher PIN:

Complete Form

Enter Evaluator PIN below and click "Complete Form" to confirm.

Evaluator PIN:

Complete Form

[Forgot your PIN number?](#)

COMMENTS

ADD A COMMENT (no comments entered)

Educator

At the bottom of the page, there is a section to add comments. These comments are not meant to be a part of the observation record, rather a means of communicating more efficiently with the teacher.

Informal Observation

When you start an **Informal Observation**, you will be directed to the observation form. The following pages will walk you through how to fill out the informal observation form.

To return to the Educator's Evaluation page, click on the **Educator** button at the top left side of the screen.

There are suggested guidelines to guide you through filling out the informal observation, as well as a way to print this form to PDF.

Evaluation Form for Mary Teacher (MT0000001)

[VIEW COMMENTS](#)

Teacher Informal Observation

Instructions: This form serves as a record of an informal walkthrough by the teacher's evaluator. The evaluator will likely not observe all the teaching elements listed below in any one informal observation. The evaluator may use the checklist format or the open-ended text box below to document the informal observation. The chart below has elements/indicators organized by standard areas to assist the evaluator in thinking about how the evidence applies to the rubric. This record, along with records of additional informal observations, will be used to inform the summative evaluation of the teacher.

NOTE: This form is editable by the Evaluator only. Upon Evaluator completion, the Teacher will be notified and have access to view the form. After the Teacher enters the PIN and clicks on the completion button, the Evaluator will be notified.



This form is editable by the Evaluator only. Upon Evaluator completion, the Teacher will be notified and have access to view the form. After the Teacher enters the PIN and clicks the completion button, the Evaluator will be notified.

The first section of this form is the observation information including the date, time, and subject.

1. Observation Information

1.1 Date of walkthrough:^{*}

1.2

SU	MO	TU	WE	TH	FR	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1.3

1.4

1. Observation Information

1.1 Date of walkthrough:^{*}

1.2 Beginning time:^{*}

1.3 Ending time:^{*}

1.4 Subject

The second section is the Evaluator's observations. You will need to check all the items that apply or enter observation notes in the space provided.

2. Evaluator Observations

Check all items that apply or enter observation notes.

FOCUS ON LEARNING (Standard 4: Instruction)

Learning outcomes and goals are clearly communicated to students

ASSESSMENT DATA (Standard 3: Assessment)

Teacher employs a variety of formal and informal assessment techniques

Multiple methods of assessment of student learning are utilized to guide instruction

PRIOR CONTENT KNOWLEDGE/SEQUENCE/CONNECTIONS (Standard 1: Students; Standard 2: Content; Standard 4: Instruction)

Lesson content is linked to previous and future learning

Content presented is accurate and grade appropriate

Teacher connects lesson to real-life applications

KNOWLEDGE OF STUDENTS (Standard 1: Students)

Teacher demonstrates familiarity with students' background knowledge and experiences

LESSON DELIVERY (Standard 2: Content; Standard 4: Instruction; Standard 6: Collaboration and Communication)

Teacher explanations are clear and accurate, and use developmentally appropriate strategies

Instruction is developmentally appropriate

DIFFERENTIATION (Standard 1: Students; Standard 4: Instruction)

Instruction and lesson activities are accessible and challenging for students

RESOURCES (Standard 2: Content; Standard 4: Instruction)

Varied instructional tools and strategies reflect student needs and learning objectives

Instructional materials and resources are aligned to instructional purposes

CLASSROOM ENVIRONMENT (Standard 1: Students; Standard 5: Learning Environment; Standard 6: Collaboration and Communication)

Classroom learning environment is safe and conducive to learning

Instructional time is used effectively

Routines support learning goals and activities

ASSESSMENT OF STUDENT LEARNING (Standard 3: Assessment)

Teacher provides students with timely and responsive feedback

Observation Notes:

The third and fourth part of the form is the **Evaluator Summary Comments**, and the **Recommendation for Focus of Informal Observation**. These sections are required fields.

3. Evaluator Summary Comments

Comments:^{*}

4. Recommendations for Focus of Informal Observations

Recommendations:^{*}

Upon completion of the form, the evaluator will have to enter his or her PIN to complete the form.

Note

This form is editable by the Evaluator only. Upon Evaluator completion, the Teacher will be notified and have access to view the form. After the Teacher enters the PIN and clicks on the completion button, the Evaluator will be notified.

PIN Completion

Evaluator must complete form first

Enter Evaluator PIN below and click "Complete Form" to confirm.
Evaluator PIN:
Complete Form

Forgot your PIN number?

COMMENTS

ADD A COMMENT...

Nb Comments Entered

Educator

At the bottom of the page, there is a section to add comments. These comments are not meant to be a part of the observation record, rather a means of communicating more efficiently with the teacher.

Formal Observation/Performance Rubric

The **Formal Observation/Performance Rubric** form has two sections: the formal observation and the performance rubric. The following pages will walk you through how to fill out this form.

To return to the Educator's Evaluation page, click on the **Educator** button at the top left side of the screen.

There are suggested guidelines to guide you through filling out the formal observation and performance rubric, as well as a way to print this form to PDF.

Evaluation Form for Mary Teacher (MT0000001)

Teacher Formal Observation / Performance Rubric

Suggested Guideline(s)

VIEW COMMENTS

Instructions: Evaluators may use the scripting box as a method of collecting evidence during the formal classroom observation. A formal observation consists of a classroom visitation of a minimum of 30 minutes, but can be an entire lesson, or class period. Evidence is then categorized on the *Teacher Performance Evaluation Rubric*, and scored holistically. This means that evaluators will assess which level provides the best overall description of the teacher. The scoring process is expected to occur upon completion of each observation cycle. The evaluator is to consider evidence gathered during the pre-observation conference, the observation, the post-observation conference, as well as informal observations (classroom walkthroughs).

When completing the performance rubric, please note that evaluators are not expected to gather evidence on all indicators for each observation cycle. Likewise, teachers should not be required to submit additional pieces of evidence to address all indicators. The professionalism section of the rubric may use evidence collected during the pre-observation and post-observation conferences as well as information from the Professional Growth and/or Improvement Plan (if applicable).

NOTE: This form is editable by the Evaluator only. Upon Evaluator completion, the Teacher will be notified and have access to view the form. After the Teacher enters the PIN and clicks on the completion button, the Evaluator will be notified.

The first section of this form is the Formal Observation. Enter the date, time, subject of the formal observation. Then, enter the observation notes. All of these items are required fields.

Formal Observation

Date of Observation:^{*}

Beg.

August 2013						
SU	MO	TU	WE	TH	FR	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

End.

Subj.

Observation Notes:^{*}

[Large text area for notes]

Formal Observation

Date of Observation:*

Beginning Time:*

Ending Time:*

Subject:

Observation Notes:*

The Performance Rubric has three sections:

1. Instructional Planning
2. Instruction and Assessment
3. Professionalism

Each section has standards to be rated. Click on the rating you feel applies and below you can enter evidence.

Instructional Planning

	Ineffective	Developing	Skilled	Accomplished
FOCUS FOR LEARNING (Standard 4: Instruction) Sources of Evidence: Pre-Conference	The teacher does not demonstrate a clear focus for student learning. Learning objectives are too general to guide lesson planning and are inappropriate for the students and/or do not reference the Ohio standards.	The teacher communicates a focus for student learning, develops learning objectives that are appropriate for students and reference the Ohio standards but do not include measurable goals.	The teacher demonstrates a focus for student learning, with appropriate learning objectives that include measurable goal(s) for student learning aligned with the Ohio standards. The teacher demonstrates the importance of the goal and its appropriateness for students.	The teacher establishes challenging and measurable goal(s) for student learning that aligns with the Ohio standards and reflect a range of student learner needs. The teacher demonstrates how the goal(s) fit into the broader unit, course and school goals for content learning and skills.
EVIDENCE			Type evidence here	
ASSESSMENT DATA (Standard 3: Assessment) Sources of Evidence: Pre-Conference	The teacher does not plan for the assessment of student learning or does not analyze student learning data to inform lesson plans. The teacher does not use or only uses one measure of student performance.	The teacher explains the characteristics, uses, and limitations of various diagnostic, formative and summative assessments but does not consistently incorporate this knowledge into lesson planning. The teacher uses more than one measure of student performance but does not appropriately vary assessment approaches, or the teacher may have difficulty analyzing data to effectively inform instructional planning and delivery.	The teacher demonstrates an understanding that assessment is a means of evaluating and supporting student learning through effectively incorporating diagnostic, formative, and/or summative assessments into lesson planning. The teacher employs a variety of formal and informal assessment techniques to collect evidence of students' knowledge and skills and analyzes data to effectively inform instructional planning and delivery.	The teacher purposefully plans assessments and differentiates assessment choices to match the full range of student needs, abilities, and learning styles, incorporating a range of appropriate diagnostic, formative and summative assessments into lesson plans. Student learning needs are accurately identified through an analysis of student data; the teacher uses assessment data to identify student strengths and areas for student growth.
EVIDENCE				

Follow this same format for each of the sections.

	Ineffective	Developing	Skilled	Accomplished
LESSON DELIVERY (Standard 2: Content, Standard 4: Instruction, Standard 6: Collaboration and Communication) Sources of Evidence: Formal Observation, Classroom Walkthroughs/ Informal Observations	A teacher's explanations are unclear, incoherent or inaccurate, and are generally ineffective in building student understanding. The teacher uses language that fails to engage students, is inappropriate to the content and/or discourages independent or creative thinking. The teacher fails to address student confusion or frustration and does not use effective questioning techniques during the lesson. The lesson is almost entirely teacher-directed.	Teacher explanations are accurate and generally clear but the teacher may not fully clarify information based on students' questions about content or instructions for learning activities or the teacher may use some language that is developmentally inappropriate, leading to confusion or limiting discussion. The teacher re-explains topics when students show confusion, but is not always able to provide an effective alternative explanation. The teacher attempts to employ purposeful questioning techniques, but may confuse students with the phrasing or timing of questions. The lesson is primarily teacher-directed.	Teacher explanations are clear and accurate. The teacher uses developmentally appropriate strategies and language designed to actively encourage independent, creative and critical thinking. The teacher effectively addresses confusion by re-explaining topics when asked and ensuring understanding. The teacher employs effective, purposeful questioning techniques during instruction. The lesson is a balance of teacher-directed instruction and student-led learning.	Teacher explanations are clear, coherent, and precise. The teacher uses well-timed, individualized, developmentally appropriate strategies and language designed to actively encourage independent, creative, and critical thinking, including the appropriate use of questions and discussion techniques. The teacher accurately anticipates confusion by presenting information in multiple formats and clarifying content before students ask questions. The teacher develops high-level understanding through effective uses of varied levels of questions. The lesson is student-led, with the teacher in the role of facilitator.
EVIDENCE			evidence here	

Professionalism				
	Ineffective	Developing	Skilled	Accomplished
PROFESSIONAL RESPONSIBILITIES (Standard 6: Collaboration and Communication; Standard 7: Professional Responsibility and Growth) <i>Sources of Evidence:</i> Professional Growth Plan or Improvement Plan, Pre-Conference, Post-Conference, daily interaction with others	The teacher fails to communicate clearly with students and families or collaborate effectively with professional colleagues. The teacher fails to understand and follow regulations, policies and agreements. The teacher fails to demonstrate evidence of an ability to accurately self-assess performance and to appropriately identify areas for professional development.	The teacher uses a variety of strategies to communicate with students and families and collaborate with colleagues, but these approaches may not always be appropriate for a particular situation or achieve the intended outcome. The teacher understands and follows district policies and state and federal regulations at a minimal level. The teacher identifies strengths and areas for growth to develop and implement targeted goals for professional growth.	The teacher uses effective communication strategies with students and families and works effectively with colleagues to examine problems of practice, analyze student work and identify targeted strategies. The teacher meets ethical and professional responsibilities with integrity and honesty. The teacher models and upholds district policies and state and federal regulations. The teacher sets data-based short- and long-term professional goals and takes action to meet these goals.	The teacher communicates effectively with students, families and colleagues. The teacher collaborates with colleagues to improve personal and team practices by facilitating professional dialogue, peer observation and feedback, peer coaching and other collegial learning activities. The teacher meets ethical and professional responsibilities and helps colleagues access and interpret laws and policies and understand their implications in the classroom. The teacher sets and regularly modifies short- and long-term professional goals based on self-assessment and analysis of student learning evidence.
EVIDENCE				

At the bottom of the form, you will need to indicate an **Overall Rating** of one of the following:

- Ineffective
- Developing
- Skilled
- Accomplished

Overall Rating
Combined rating for all three sections: Instructional Planning, Instruction and Assessment and Professionalism.* <input type="radio"/> Ineffective <input type="radio"/> Developing <input type="radio"/> Skilled <input type="radio"/> Accomplished clear selection

Upon completion of the form, the evaluator will have to enter his or her PIN to complete the form.

Note

This form is editable by the Evaluator only. Upon Evaluator completion, the Teacher will be notified and have access to view the form. After the Teacher enters the PIN and clicks on the completion button, the Evaluator will be notified.

PIN Completion

Evaluator must complete form first

Enter Evaluator PIN below and click "Complete Form" to confirm.

Evaluator PIN:

Complete Form

[Forgot your PIN number?](#)

COMMENTS

[ADD A COMMENT...](#)

No Comments Entered

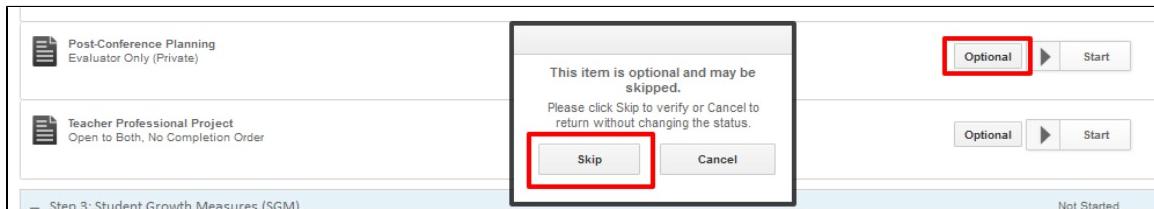
 Educator

At the bottom of the page, there is a section to add comments. These comments are not meant to be a part of the observation record, rather a means of communicating more efficiently with the teacher.

Evaluation Post-Conference Planning

The **Post-Conference Planning** form is only accessible by the evaluator. The form is private and cannot be viewed by the teacher. The form can be skipped.

If the evaluator chooses to skip the form, click on the **Optional** button and a pop-up will appear. Click on **Skip** to make your selection.



When you start the **Post-Conference Planning** form, you will be directed to the form, shown below.

To return to the Educator's Evaluation page, click on the **Educator** button at the top left side of the screen.

There are suggested guidelines to guide you through filling out the **Post-Conference Planning** form, as well as a way to print this form to PDF.



This form is private and only accessible by the Evaluator. The Teacher cannot view or edit this form. Upon completion, the Teacher will not be notified the form is complete and will not be able to view or edit the form.

Evaluation Form for Mary Teacher (MT0000001)

Educator

Teacher Post-Conference Planning

Suggested Guideline(s) **PRINT TO PDF**

Instructions: The goal for the conference leader is to cognitively coach the teacher through the use of reflective questions.

NOTE: This form is private and only accessible by the Evaluator. The Teacher cannot view or edit this form. Upon completion, the Teacher will not be notified the form is complete and will not be able to view or edit the form.

1. Reflective Questions for Reinforcement

Record three reflective questions you would ask the teacher aligned to the area of reinforcement.

1.1

1.2

1.3

1.4 Statement of Reinforcement

There are two areas to enter comments. The **Reflective Questions for Reinforcement** and the **Reflective Questions for Refinement**.

2. Reflective Questions for Refinement

Record three reflective questions you would ask the teacher aligned to the area of refinement.

2.1



2.2



2.3



2.4 Statement of Refinement



Upon completion of the form, the evaluator will have to enter his or her PIN to complete the form.

Note

This form is private and only accessible by the Evaluator. The Teacher cannot view or edit this form. Upon completion, the Teacher will not be notified the form is complete and will not be able to view or edit the form.

PIN Completion

No Teacher PIN required

Enter Evaluator PIN below and click "Complete Form" to confirm.

Evaluator PIN:

Complete Form

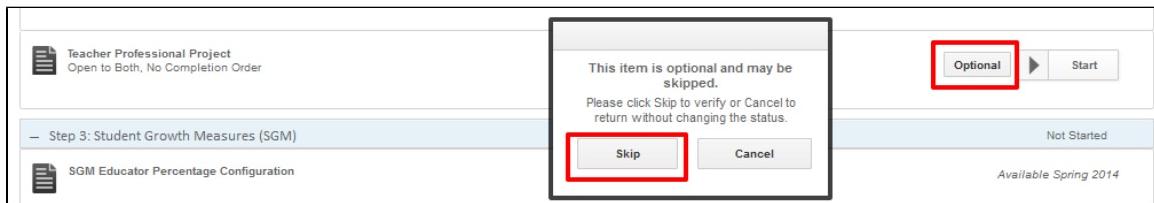
[Forgot your PIN number?](#)

At the bottom of the page, there is a section to add comments. These comments are not meant to be a part of the observation record, rather a means of communicating more efficiently with the teacher.

Evaluator View of Teacher Professional Project

The **Teacher Professional Project** form is available for both the teacher and the evaluator to complete and can be skipped.

If you choose to skip the form, click on the **Optional** button and a pop-up will appear. Click on **Skip** to make your selection.



When you start the **Teacher Professional Project** form, you will be directed to the form, shown below.

To return to the Educator's Evaluation page, click on the **Educator** button at the top left side of the screen.

There are suggested guidelines to guide you through filling out the **Teacher Professional Project** form, as well as a way to print this form to PDF.

A screenshot of the 'Teacher Professional Project Form' for 'Mary Teacher (MT0000001)'. At the top left is a 'Educator' button with a red box around it. At the top right are 'Suggested Guideline(s)', 'PRINT TO PDF' (with a red box around it), and 'VIEW COMMENTS' buttons. Below these are two sections of text: one about ORC 3319.111 (D) (2) and another about instructions for the teacher. At the bottom, there's a note: 'NOTE: This form is editable by the Teacher and Evaluator. The Teacher must complete the form first. Upon Teacher completion, the Evaluator will be notified and have access to review/edit the form. Upon Evaluator completion, the Teacher will be notified.'

There are four sections to this form.

The first section is **Important Dates**. Fill in the date for each event by clicking on the calendar icon next to the field and selecting the appropriate date. These are required fields.

1. Important Dates

1.1 Date of initial conference.*

1.2 Additional conference dates for project progress:



1.3 Project approval date:*

1.4 Project evaluation date:*

The second section is the **Approval Considerations** section.

Approval Considerations

2.1 Proposed Project: Describe the scope of your proposed Professional Growth Project. Which Standards for the Teaching Profession are you focusing on for this project?



2.2 Timeline: What is the anticipated timeline for completion of this project?



2.3 Data Collection: What evidence and artifacts will you collect to demonstrate progress on this project?



2.4 Anticipated Impact: Describe how your involvement in this project will contribute to your professional growth and to student learning.



The third section is the **Evaluations Considerations**.

3. EVALUATION CONSIDERATIONS:

Evaluator: As you evaluate this project, please address some or all of the following points in your comments.

- Standards or standard area of the rubric that apply for this teacher
- Relevance of project to teacher
- Interest and effort demonstrated by the teacher in this project
- Outcomes that benefit student learning
- Impact of project on school, district, community

3.1 Comments

Part of the **Evaluation Considerations** is the **Evaluator Rating**.



The project rating, shown below, and the evaluator's comments should be used to determine the rating. This rating will be holistically combined with the Observation Rating for the Final Summative Rating.

3.2 Evaluator Rating

Once the project has been completed, the project will be evaluated in accordance with Standard 7: Professional Responsibility and Growth, and any other applicable standards from the Ohio Standards for the Teaching Profession. The Project Rubric (below) and the evaluator's comments should be used to determine the rating. This rating will be holistically combined with the Observation Rating for the Final Summative Rating.

	Skilled	Accomplished
7.1 Teachers understand, uphold and follow professional ethics, policies and legal codes of professional conduct.	<ul style="list-style-type: none">• The teacher meets ethical and professional responsibilities with integrity and honesty.• The teacher models and upholds district policies and state and federal regulations.	<ul style="list-style-type: none">• The teacher meets ethical and professional responsibilities and helps colleagues access and interpret laws and policies and understand their implications in the classroom.• The teacher helps shape policy at the local or state level.
7.2 Teachers take responsibility for engaging in continuous, purposeful professional development.	<ul style="list-style-type: none">• The teacher participates in relevant professional development activities and incorporates what he/she learns into instruction.• The teacher knows and uses the Ohio Standards for Professional Development.• The teacher works collaboratively to determine and design appropriate professional development opportunities.• The teacher sets data-based short- and long-term professional goals and takes action to meet these goals.	<ul style="list-style-type: none">• The teacher uses professional literature, professional dialogue, collaboration with colleagues and other resources to support his/her development as a teacher and leader.• The teacher analyzes his/her content knowledge and instructional strengths and weaknesses and presents and implements targeted ideas for professional growth.• The teacher pursues advanced degrees and/or National Board Certification, teaching Standards (NBTS) certification.• The teacher sets and regularly modifies short-and long-term professional goals based on self-assessment and analysis of student learning evidence.
7.3 Teachers are agents of change who seek opportunities to positively impact teaching quality, school improvements and student achievement.	<ul style="list-style-type: none">• The teacher participates in team or departmental decision making.	<ul style="list-style-type: none">• The teacher is actively involved in professional and community organizations that advance teaching and learning.• The teacher takes a leadership role in department, school, district, state, and professional organizations' decision-making activities, such as curriculum development, staff development or policy design.• The teacher facilitates the development of efficacy - the belief that teachers can impact the achievement of all students - among other teachers in their school district.
EVIDENCE		

The last section is the **Project Rating**, which is a required field.

4. Project Rating

*



Skilled



Accomplished

[clear selection](#)

Upon completion of the form, the evaluator will have to enter his or her PIN to complete the form.

Note

NOTE: This form is editable by the Teacher and Evaluator. The Teacher must complete the form first. Upon Teacher completion, the Evaluator will be notified and have access to review/edit the form. Upon Evaluator completion, the Teacher will be notified.

PIN Completion

Enter Teacher PIN below and click "Complete Form" to confirm.

Teacher PIN:

}

Enter Evaluator PIN below and click "Complete Form" to confirm.

Evaluator PIN:

[Forgot your PIN number?](#)

COMMENTS

[ADD A COMMENT...](#)

Comment as Educator

Educator

At the bottom of the page, there is a section to add comments. These comments are not meant to be a part of the observation record, rather a means of communicating more efficiently with the teacher.

Evaluator View of Teacher's Step 3: Student Growth Measures

-  Depending on LEA Setup option, the SGM Educator Ratings Worksheet will be viewed in either Step 2 or Step 3.

LEA Option	Step
Option 1	Step 3
Option 2	Step 3
Option 3	Step 2

Detailed information regarding the Educator's worksheet can be found in the [Teacher Worksheet](#) section within the Student Growth tab section of the User Guide.

Evaluator View of Teacher's Step 4: Summative Evaluation

To complete the Final Summative Rating for an Educator, go to the **Evaluation** page for that Educator using the **Educators** tab, click on the **Educator Type** to switch between the Principal and Teacher views. Search for a specific Educator by typing in the search box. Click on the Evaluation link to access the evaluation workflow.

Academic Year: 2013-2014
LEA: Training District 1 (900001)
Building: Training School 1 (700001)
Educator Type: Principals Teachers

Aggregated Completion Status

Category	Count	Percentage
G/I/P	1	50 %
O1	1	50 %
O2	0	0 %
SGM	0	0 %
FS	0	0 %

Last Updated: 4/9/2014 1:26:51 PM

Educators

State ID	Educator	Building(s)	Evaluation	Completion Status
MT0000001	Teacher, Mary	Training School 1 (700001)	Teacher (all electronic forms)	<input checked="" type="radio"/> G/I/P <input checked="" type="radio"/> O1 <input type="radio"/> O2 <input type="radio"/> SGM <input type="radio"/> FS
RT0000001	Teacher, Robert	Training School 1 (700001)	Teacher (all electronic forms)	<input type="radio"/> G/I/P <input type="radio"/> O1 <input type="radio"/> O2 <input type="radio"/> SGM <input type="radio"/> FS

Showing 1 to 2 of 2 entries

On the Evaluation screen, the last step, Summative Evaluation can be viewed. Click on **View** to access the **Final Summative** form.

— Step 4: Summative Evaluation Not Started

Final Summative Rating of Teacher Effectiveness Status: Not Started [View](#)

At the top of the page click the **Print to PDF** link to print a copy of the document. There are **Suggested Guidelines** to assist in the completion of this form. In addition, click on **Final Summative Rating Matrix** to view the matrix used to determine the Final Summative Rating.

Home > Educators > Teacher, Mary (MT0000001) > Final Summative Rating of Teacher Effectiveness

Final Summative Rating of Teacher Effectiveness

[Back to Evaluation](#)

[View PDF](#) [Suggested Guidelines](#) [Final Summative Rating Matrix](#)

Instructions: Evaluation of teachers' proficiency on the standards (50%) combined with student growth measures (50%) determine the Final Summative Rating for teacher performance. eTPES calculates the Final Summative Rating and populates it below. The evaluator may add statements of areas of reinforcement/areas of refinement to the performance section and the principal may add statements of areas of reinforcement/areas of refinement to the student growth section.

NOTE: The Cumulative Performance Rating is entered and editable by the primary evaluator only. Upon PIN completion by the principal, the teacher will be notified and have access to view the form. After the teacher enters the PIN and clicks on the completion button, the evaluator and principal will be notified.

The Final Summative Rating is made up of **Performance** and **Student Growth** data.

1. Proficiency on Standards/Teacher Performance 50%						
Instructions: Ratings from each rubric (observation cycle) will be populated below. The evaluator determines the Cumulative Performance Rating and manually enters it (see "Using Evidence to Inform Holistic Ratings" in Suggested Guidelines).						
Teacher Formal Observation / Performance Rubric	Overall Rating	4/24/2014	Ineffective	Developing	Skilled	Accomplished
Cumulative Performance Rating (Holistic Rating using Performance Rubric)			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Areas of reinforcement/refinement:						
2. Student Growth Data 50%						
Instructions: Superintendents/Principals manually enter student growth measures for Category B and C teachers on the Educator Ratings Worksheet. Category A teacher Value-Added data is downloaded. Once the ratings are entered and calculated in eTPES, and verified by the Superintendent/Principal, the teacher SGM rating will be populated below.						
Student Growth Measure of Effectiveness	Below Expected Growth	Expected Growth	Above Expected Growth			
Areas of reinforcement/refinement:						

Performance:

The Performance Ratings entered on completed formal observations for Teachers and performance rubrics for Principals will populate into the Performance section, if ratings were entered.

- If LEA setup is Option 1 or 2, at least one Formal Observation must be completed prior to the Final Summative being unlocked.

The Primary Evaluator will determine the Cumulative Performance Rating by referencing the **Using Evidence to Inform Holistic Ratings** which can be found when by clicking on the **Suggested Guidelines** button at the top of the page. They will then manually enter the cumulative performance rating. The Primary Evaluator is the only person who has access to enter or edit the **Cumulative Performance Rating**. The Primary Evaluator may enter areas of reinforcement or refinement. These statements are saved as part of the final record.

Student Growth Data:

The final student growth measure rating will populate into this section when the rating has been verified (or finalized) on the Educator's worksheet. For more information on how to Finalize the worksheet, please review the related training video. All calculations are completed in eTPES.

The Administrator may enter Areas of Reinforcement or Refinement for Student Growth Data. These statements are saved as part of the final record.

Final Summative Rating:

Below each of the sections of the Final Summative form, the Final Summative (Overall Rating) will appear.

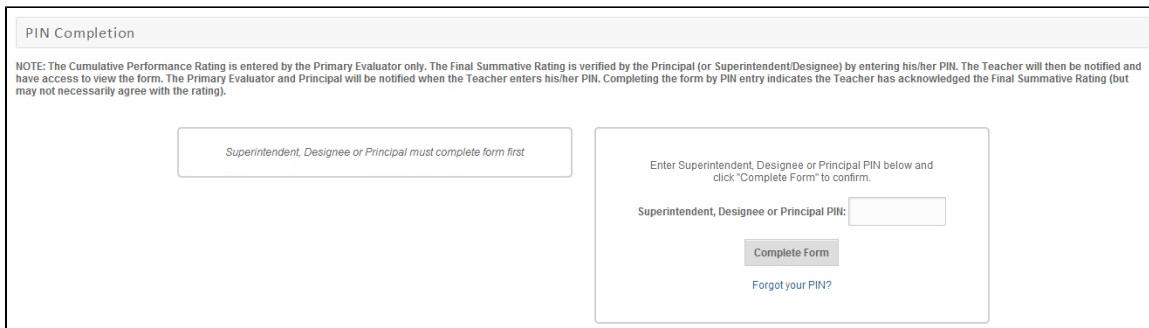
Final Summative (Overall) Rating						
	Ineffective	Developing	Skilled	Accomplished		
<input type="checkbox"/> Check here if Improvement Plan has been recommended.						
The evaluator may use this form as part of the Final Review and Conference during which the evaluator and educator discuss the Final Summative Rating.						

The Final Summative Rating is calculated using the Final Summative Rating Matrix which can be viewed by clicking on the button at the top of the screen. The rating will be automatically determined when the performance and student growth ratings have been completed. If there is an improvement plan recommended for this Educator, the administrator should click the check-box as shown.

PIN Completion:

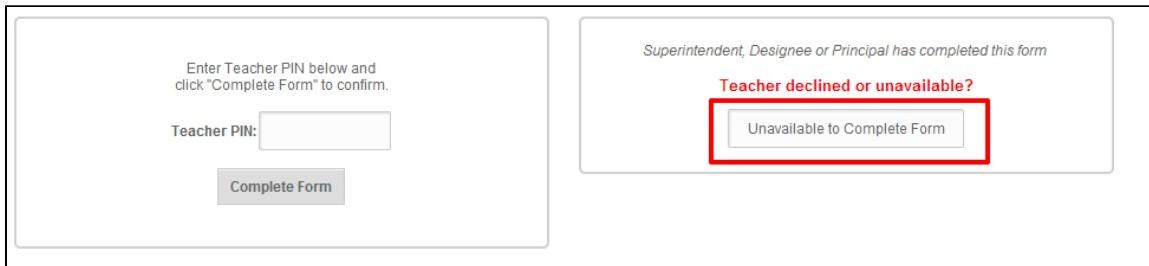
At the very bottom of the Final Summative Form is the PIN completion section.

Once the cumulative performance rating has been entered, the student growth data has been verified, and the final summative rating has been calculated, the PIN should be entered. For a Principal's Final Summative form, only the Superintendent or Designee will have the ability to enter his/her PIN. For a Teacher or Assistant Principal's Final Summative form, the Superintendent, Designee, or Principal will have the ability to enter his/her PIN. The Educator will then be notified and have access to view the Final Summative Rating Form. The Educator will have the ability to review the Final Summative form and enter his/her PIN to complete the evaluation process. Entry of the Educator's PIN indicates acknowledgement of the Final Summative Rating. It does not necessarily indicate agreement with the rating.



The image shows a rectangular pop-up window titled "PIN Completion". Inside, there is a note at the top: "NOTE: The Cumulative Performance Rating is entered by the Primary Evaluator only. The Final Summative Rating is verified by the Principal (or Superintendent/Designee) by entering his/her PIN. The Teacher will then be notified and have access to view the form. The Primary Evaluator and Principal will be notified when the Teacher enters his/her PIN. Completing the form by PIN entry indicates the Teacher has acknowledged the Final Summative Rating (but may not necessarily agree with the rating).". Below this note, there are two sections. The left section contains the text "Superintendent, Designee or Principal must complete form first" and a text input field labeled "Teacher PIN:" followed by a "Complete Form" button. The right section contains the text "Enter Superintendent, Designee or Principal PIN below and click 'Complete Form' to confirm." and a text input field labeled "Superintendent, Designee or Principal PIN:" followed by a "Complete Form" button and a "Forgot your PIN?" link.

If the Educator is unavailable or refuses to enter their PIN, the Superintendent, Designee or Principal should indicate this using the pop-up window next to the Educator PIN entry box. The reason for refusal must be provided. If **other** is selected, an explanation must be entered.



The image shows a rectangular pop-up window. On the left, there is a section for entering a Teacher PIN with the text "Enter Teacher PIN below and click 'Complete Form' to confirm." and a text input field labeled "Teacher PIN:" followed by a "Complete Form" button. On the right, there is a section for indicating refusal with the text "Superintendent, Designee or Principal has completed this form" and "Teacher declined or unavailable?". A red box highlights the text "Unavailable to Complete Form" in a text input field.

At this point, the evaluation has been completed.

To review all ratings, go to the Evaluation Ratings Report under the Reports tab.

Click on **View** to see a listing of Teachers, Assistant Principals and Principals along with their ratings and dates of PIN entry. Review the report to ensure all ratings have been entered and that Summatives have been completed by both the Administrator and the Educator.

Principal: Student Growth Tab

This guide will focus on the Superintendent, Superintendent Designee, and Principal Student Growth Measures (SGM) roles within the system. The Superintendent and Superintendent Designee roles have the same access, therefore any time Superintendent is mentioned, it also applies to the Superintendent Designee. Any special notes regarding the Teacher access will be mentioned throughout this guide.



Assistant Principals do not have access to the SGM functions.

Teachers will complete the process for submitting Vendor and LEA Measures to their Principal by April 15th each year. For more policy information, please visit the ODE website, which can be accessed through your **Home page** of eTPES.



The SGM feature of eTPES needs to be completed for all LEAs, regardless selected setup option, including Option 3.

Superintendents and Superintendent Designees have the ability to enter and edit Principal Student Growth Measures (SGM). Superintendents, Superintendent Designees, and Principals have the ability to enter and edit Teacher and Assistant Principal SGM data.

Principals can view their SGM worksheet in this SGM feature; Assistant Principals and Teachers can only view their SGM worksheet under their **Evaluations** tab.

The **Student Growth** tab is available for Superintendents, Superintendent Designees, and Principals. HR Administrators will be able to access the Student Growth Measures in read-only format.



When the Student Growth tab is selected, eTPES will be directed to the dashboard which will display pie charts for the LEA or Building. The current status and other metrics of Educators can be viewed by category.

Summary

Below is a summary of the eTPES **SGM** functionality:

1. The Superintendent, or Superintendent Designee, sets up the default percentages per Teacher and Principal category.
2. The Teacher and building value-added data is loaded into eTPES. Default categories are assigned.
3. The Superintendent, Superintendent Designee, or Principal edits the categories and percentages per educator (if necessary) and adds ratings for each educator.
4. The Principal verifies Teacher and Assistant Principal data and final SGM rating. The Superintendent or Superintendent Designee then verifies the Principal data and final SGM rating. Only then will the verified SGM rating and Performance Rating be combined to determine the Final Summative rating.

Principal: LEA Defaults

The **LEA dashboard** will be available for Superintendents and Superintendent Designees and will show metrics regarding district data, including Student Growth Measures.

Superintendents and Superintendent Designees will have the ability to set up the **LEA Defaults** from the **LEA dashboard**. Principals will have the ability to view the **LEA Defaults**.

When a Superintendent selects the **Student Growth** tab, they will be directed to the LEA dashboard which displays the option to set **LEA Defaults**.



The Superintendent or Superintendent Designee must **verify** the LEA default percentages **prior to any other SGM activities**. No other functions can be completed or viewed until this step is complete.

The **LEA Defaults** are the default percentages that will be assigned to each category per Educator within the LEA. The percentages per Educator can be modified individually at a later time.



To set the defaults, click on the **LEA Defaults** icon, and enter the percentages for Teachers and Principals.



The SGM data makes up half of the overall evaluation score. Therefore, the percentages entered must add up to 50 percent. When the numbers entered are equal to 50 percent and are in the proper percentage ranges indicated, the total percentage will change from red to green.

If the total does not equal 50 percent for each category, the screen cannot be saved.

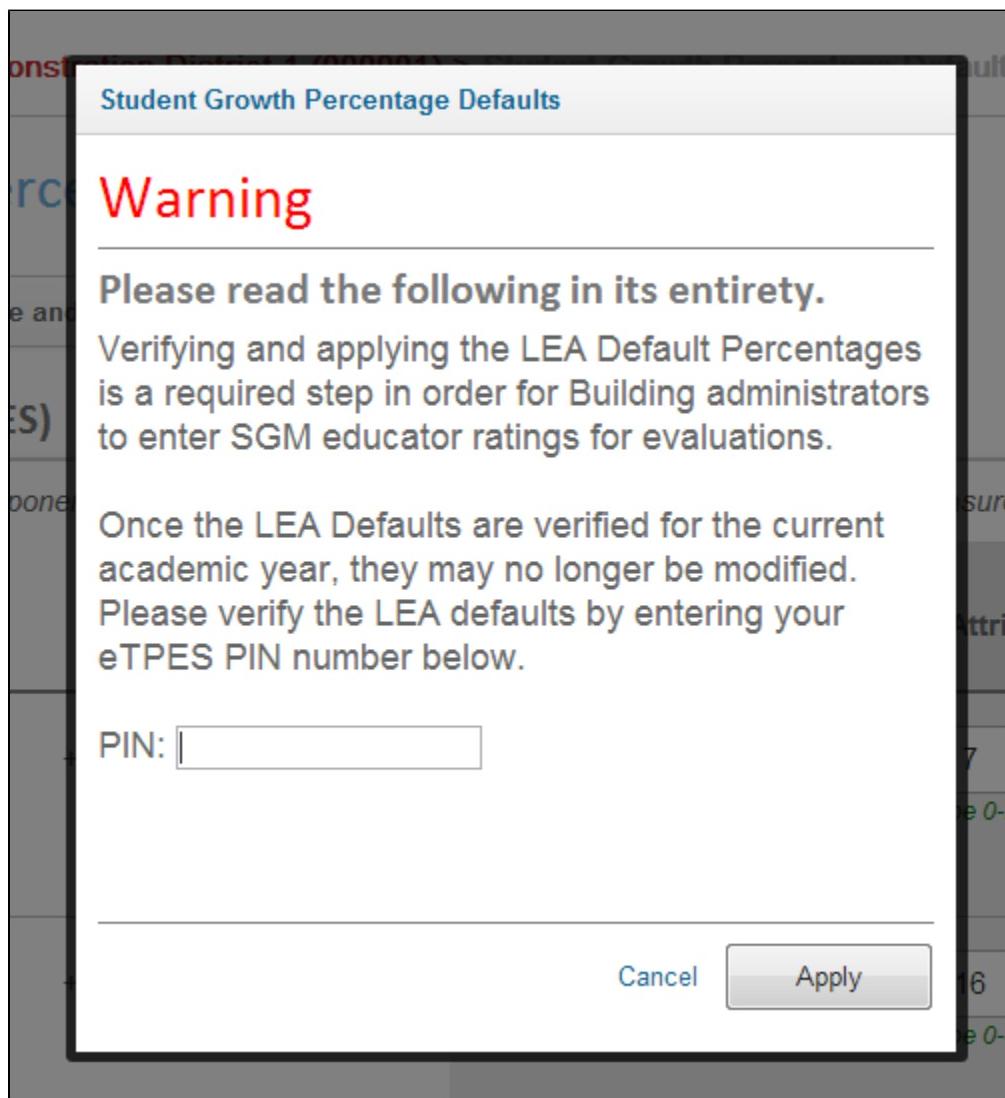
After all the defaults are entered and the totals equal 50 percent, the percentages can be saved and edited later by clicking on the **Save Percentages** button.

LEA Default Percentages									
<small>Note: Selecting Save Percentages allows you to modify the percentages at a later date. Selecting Verify Percentages indicates that the percentages entered are final and cannot be edited after confirmation with PIN.</small>									
<input checked="" type="checkbox"/> Save Percentages <input type="checkbox"/> Verify Percentages									
Teacher Percentages (OTES)									
<small>Enter the desired evaluation component percentages for Value-Added, Vendor Assessment, and LEA measures in each teacher category.</small>									
Teacher Category	Value Added (%)		Vendor Assessment (%)		LEA MEASURES		Total (%)		
					SLO/Other (%)	Shared Attribution (%)			
	A1 Value-Added (exclusive) and LEA Measures	<input type="text" value="30"/> <small>must be 25-50%</small>	+	N/A	+	<input type="text" value="10"/> <small>must be 0-24%</small>		=	<input type="text" value="50"/> <small>must equal 50%</small>
	A2 Value-Added (non-exclusive) and LEA Measures	<input type="text" value="20"/> <small>must be 10-50%</small>	+	N/A	+	<input type="text" value="20"/> <small>must be 0-40%</small>		=	<input type="text" value="50"/> <small>must equal 50%</small>
	B Vendor Assessment and LEA Measures	N/A	+	<input type="text" value="30"/> <small>must be 10-50%</small>	+	<input type="text" value="10"/> <small>must be 0-40%</small>		=	<input type="text" value="50"/> <small>must equal 50%</small>
C LEA Measures only	N/A	+	N/A	+	<input type="text" value="0"/> <small>must be 0-50%</small>	=	<input type="text" value="10"/> <small>must equal 50%</small>		
Principal Percentages (OPES)									
<small>Enter the desired evaluation component percentages for Building Value-Added, Average Vendor Assessment, and LEA measures in each principal category.</small>									
Principal Category	Value Added (%)		Vendor Assessment (%)		LEA MEASURES		Total (%)		
					SLO/Other (%)	Shared Attribution (%)			
	A Value-Added and LEA Measures	<input type="text" value="20"/> <small>must be 10-50%</small>	+	N/A	+	<input type="text" value="20"/> <small>must be 0-40%</small>		=	<input type="text" value="50"/> <small>must equal 50%</small>
	B Vendor Assessment and LEA Measures	N/A	+	<input type="text" value="20"/> <small>must be 10-50%</small>	+	<input type="text" value="20"/> <small>must be 0-40%</small>		=	<input type="text" value="50"/> <small>must equal 50%</small>
C LEA Measures only	N/A	+	N/A	+	<input type="text" value="40"/> <small>must be 0-50%</small>	=	<input type="text" value="50"/> <small>must equal 50%</small>		



Once the percentages are correct, click on the **Verify Percentages** button. The default percentages cannot be modified for the current academic year after the **Verify Percentages** button has been selected,

A PIN must be entered to complete the verification process.



Principal: Buildings

Principals with more than one building will be directed to the screen below when the **Student Growth** tab is selected.

This shows the Building Selection screen, which allows Principals to select the proper building SGM dashboard.

Home > Student Growth > Demonstration District 1 (000001)

Demonstration District 1 (000001)

Building Selection

Show 10 Search: Building name or IRN

 School A	 School B
IRN: 000010	IRN: 000020
View SGM Dashboard	View SGM Dashboard

 School C	 School D
IRN: 000030	IRN: 000040
View SGM Dashboard	View SGM Dashboard

Principals with only one building will be directed straight to the building dashboard when they select the **Student Growth** tab.

Click on a **View SGM Dashboard** link to go to the respective building dashboard.

The example below is displaying the **Building dashboard** page for **School A** in the Principal view. The Superintendent and Superintendent Designee will not have the **LEA Default** icon, because it appears on the LEA Dashboard instead.

Home > Student Growth > Demonstration District 1 (000001) > School A (000010)

School A (000010)

By SGM Category:

Teachers by Category



B - 2
C - 2

Principals by Category



A - 1

By Rating Status:

Teachers by Status



Eligible for verification - 25%
In Progress - 25%
Not Started - 50%

Principals by Status



Eligible for verification - 100%

By Rating Verification:

Verified Teachers



Verified - 25%
Unverified - 75%

Verified Principals



Verified - 0%
Unverified - 100%



View the LEA default percentages by educator category.



View imported Value-Added composite ratings.



Update educator categories, component percentages and Vendor Assessment and LEA Measures data.



Review and verify educator ratings for inclusion in Final Summative evaluation.

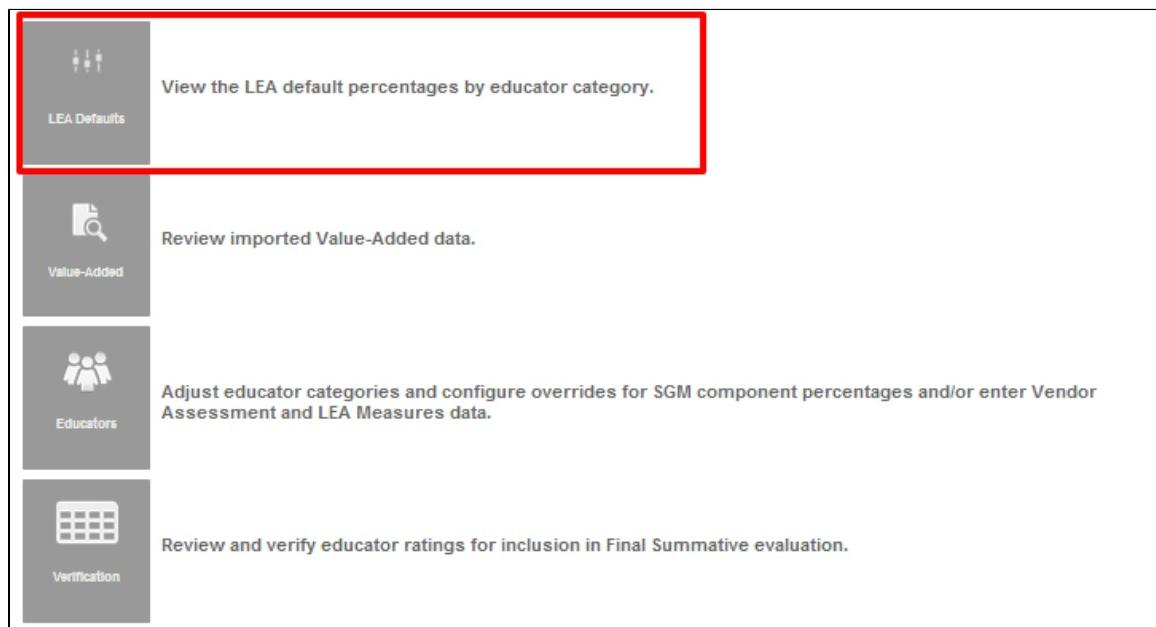
Similar to the **LEA SGM** dashboard, the **Building SGM** dashboard will show metrics regarding the building being viewed.

From the **Building** dashboard, the following items can be accessed.

- **LEA Defaults**
- **Value-Added data**
- **Educators Management**
- **Rating Verification**

Principal: LEA Defaults- Read Only

The LEA defaults icon will show the default percentages selected by the Superintendent by Educator Categories. The defaults will be in read-only format for the building Principal and they are only available to view once the defaults have been established.



Below is an example of what a read-only version of the LEA defaults may look like.

LEA Default Percentages						
LEA default percentages have been configured and verified by the Superintendent or Designee and cannot be modified.						
Teacher Percentages (OTES)						
Teacher Category	Value Added (%)	Vendor Assessment (%)		LEA MEASURES		Total (%)
A1 Value-Added (exclusive) and LEA Measures	30 must be 25-60%	+ N/A	+	SLO/Other (%) must be 0-24% 10	+ 10 must be 0-24%	= 50 must equal 60%
A2 Value-Added (non-exclusive) and LEA Measures	30 must be 10-60%	+ N/A	+	SLO/Other (%) must be 0-40% 10	+ 10 must be 0-40%	= 50 must equal 60%
B Vendor Assessment and LEA Measures	N/A	+ 30 must be 10-60%	+	SLO/Other (%) must be 0-40% 10	+ 10 must be 0-40%	= 50 must equal 60%
C LEA Measures only	N/A	+ N/A	+	SLO/Other (%) must be 0-60% 40	+ 10 must be 0-60%	= 50 must equal 60%

Principal Percentages (OPES)						
LEA default percentages have been configured and verified by the Superintendent or Designee and cannot be modified.						
Principal Percentages (OPES)						
Principal Category	Value Added (%)	Vendor Assessment (%)		LEA MEASURES		Total (%)
A Value-Added and LEA Measures	30 must be 10-60%	+ N/A	+	SLO/Other (%) must be 0-40% 10	+ 10 must be 0-40%	= 50 must equal 60%
B Vendor Assessment and LEA Measures	N/A	+ 30 must be 10-60%	+	SLO/Other (%) must be 0-40% 10	+ 10 must be 0-40%	= 50 must equal 60%
C LEA Measures only	N/A	+ N/A	+	SLO/Other (%) must be 0-60% 40	+ 10 must be 0-60%	= 50 must equal 60%

Principal: Value-Added

When the **Value-Added** icon is selected, the Value-Added data that has been loaded into eTPES is displayed.

MRM and URM Composites have been loaded for Teachers, and **Building Composites** have been loaded for Principals.

The screenshot shows a navigation bar at the top with links for HOME, ADMINISTRATION, STUDENT GROWTH, EDUCATORS, REPORTS, and HELP. Below the navigation bar, a breadcrumb trail indicates the current location: Home > Student Growth > Training District 1 (900001) > Training School 1 (700001) > Student Growth Value-Added Data. The main title is "Student Growth Value-Added Data". A note below the title states: "If you need to review additional details for the Value-Added information imported and displayed in the eTPES application, please visit [ohiova.sas.com](#)." Below this note is a table titled "Composite Ratings for Training School 1 (700001)". The table includes a search bar labeled "Search: []". The columns are: State ID, Name, Educator Type, MRM Composite, URM Composite, and Building Composite. The data in the table is as follows:

State ID	Name	Educator Type	MRM Composite	URM Composite	Building Composite
TR0000001	Principal, Jane	Principal	-	-	3
MT0000001	Teacher, Mary	Teacher	3	-	-

To review additional details for the Value-Added information imported and displayed in the eTPES application, visit [ohiova.sas.com](#).

Principal: Educator Management

The **Educator Management** screen will allow users to:

- View, enter and edit ratings and categories
- Customize percentages
- Apply exemption to teachers only
- Verify ratings on an individual basis

Home > Student Growth > Training District 1 (900001) > Training School 1 (700001)

Training School 1 (700001)

By SGM Category:

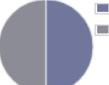
Teachers by Category



A2 - 1
C - 1

By Rating Status:

Teachers by Status



In Progress - 50%
Not Started - 50%

By Rating Verification:

Verified Teachers



Verified - 0%
Unverified - 100%

Principals by Category



A - 1

Principals by Status



In Progress - 100%

Verified Principals



Verified - 0%
Unverified - 100%



LEA Defaults



Value-Added



Educator Management



Rating Verification

View the LEA default percentages by educator category.

View imported Value-Added composite ratings.

Update educator categories, component percentages and Vendor Assessment and LEA Measures data.

Review and verify educator ratings for inclusion in Final Summative evaluation.

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- Superintendents, Superintendent Designees AND Principals have the ability to enter and edit **Teacher** and **Assistant Principal** SGM data.
- Superintendents and Superintendent Designees have the ability to enter and edit **Principal** SGM data.
- Principals can view their SGM worksheet in the eTPES **SGM feature**.
- Assistant Principals and Teachers can only view their SGM worksheet under their **Evaluation tab** .

When the **View Principals** button is selected, a Principal will be able to view the worksheet, as well as any Assistant Principals' worksheets.

Home > Student Growth > Demonstration District 1 (000001) > School A (000010) > Student Growth Educator Management

Student Growth Educator Management

[View Teachers](#) [View Principals](#)

SGM Worksheets for Teachers

State ID	Name	Rating Status	Custom Percentages	Category	Switch Category	Action
ZZ6085183	Teacher, Karen	Eligible for verification	Yes	B	B C	View Worksheet
ZZ8095484	Teacher, Mark	In Progress	No	B	B C	View Worksheet
ZZ4120687	Teacher, Robert	Completed	No	C	C	View Worksheet
ZZ1147713	Teacher, Sally	Not Started	No	B	B C	View Worksheet

The **Educator Management** feature allows Administrators to change the category given to Teachers, if available.

Teachers

Teachers are assigned to a category based on the following information:

Teacher categories will be automatically loaded into eTPES based on the data available for them.

If there is Value-Added data available, teachers will be automatically assigned to Category A2 or B based on the table below.

 OHIO
eTPES
TEACHER and PRINCIPAL EVALUATION SYSTEM

Default Category	Has MRM Composite Scores	Has URM Composite Scores	May be reassigned to A1
A2	✓	✓	✓
A2	✓	-	✓
B	-	✓	-
C	-	-	-

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Principals

Principals and Assistant Principals are initially assigned to a category based on the following information:

Principal categories will be automatically loaded into eTPES based on the data available for them.



Has Value-Added Building Data	No Value-Added Building Data	Default Category
✓	✓	A
-	✓	A
✓	-	B
-	-	C

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To accommodate specific situations, Superintendents may move Principals to another category. In addition, Principals may move Assistant Principals to another category.

Switch Categories

If the Educator is eligible to have a category switched, as outlined above, the **Switch Category** column will allow changes to the category.

Teachers						
State ID	Name	Status	Overrides	Category	Switch	Action
ZZ6085183	Teacher, Karen	Not Started	No	B	<input type="button" value="B"/> <input type="button" value="C"/>	View Worksheet
ZZ6995484	Teacher, Mark	Not Started	No	B	<input type="button" value="B"/> <input type="button" value="C"/>	View Worksheet
ZZ4120687	Teacher, Robert	Not Started	No	C	<input type="button" value="B"/> <input type="button" value="C"/>	View Worksheet
ZZ1147713	Teacher, Sally	Not Started	No	C	<input type="button" value="B"/> <input type="button" value="C"/>	View Worksheet

To change a category in eTPES, click on the appropriate selection so that it turns RED and that will indicate the assigned category. The view can be filtered by clicking on the drop-down arrow at the top of the column and making a selection.

Please note that once the SGM Ratings are verified the category can no longer be changed and will be shown in read-only format.

Principal: Educator Worksheet

To make changes to a specific Educator, click on the **View Worksheet** link.

Teachers						
State ID	Name	Status	Overrides	Category	Switch	Action
ZZ6085183	Teacher, Karen	Not Started	No	B	B C	View Worksheet
ZZ6995484	Teacher, Mark	Not Started	No	B	B C	View Worksheet

The top of the worksheet will outline important information regarding this Educator.

Teacher, Mary (MT0000001)

[Back to Educators](#) [SGM Lookup Table](#) [Suggested Guidelines](#)

Academic Year: 2013-2014	SGM Overall Rating: N/A
Educator Type: Teacher	Rating Status: In Progress
SGM Category: A2 (Value-Added (non-exclusive) and LEA Measures)	Verified: No

[Verify Worksheet](#)

Changes are saved automatically in all three tabs: **Ratings**, **Custom Percentages** and **Exemption**.

i The exemption tab will only appear if there is no Value-Added data present for an Educator.

The information listed at the top of the worksheet shows the following:

- Academic Year
- Educator Type
- SGM Category
- SGM Overall Rating
- Rating Status
- Verified

This information will assist tracking the verification process.

i The worksheet used for Principals and Assistant Principals will look the same. In addition, the **Educator Type** on the worksheet will indicate Principal if the Educator is being evaluated on the **OPES** model.

There will be no distinction.

This will set the status of the Educator's ratings to **Verified**.

Principal: Ratings

The ratings can be entered and viewed through the **Ratings** tab. Click on the drop-down box to select the appropriate ratings for the category assigned.

To add ratings or customize percentages for several Educators at one time, utilize the SGM Import function. Instructions for the SGM Import are provided in this user guide.

Academic Year:	2013-2014	SGM Overall Rating:	Expected
Educator Type:	Teacher	Rating Status:	Eligible for verification
SGM Category:	A2 (Value-Added (non-exclusive) and LEA Measures)	Verified:	No
<input checked="" type="checkbox"/> Verify Worksheet			
Ratings	Custom Percentages	Exemption	

Principal: Teacher Worksheet

Below are views of the **Ratings** tab for each category available.



These percentages and ratings are examples only.

Category A1

Category A2

Ratings	Custom Percentages	Exemption						
Value Added	15%	SLO	25%	Shared Attribution	10%			
MRM Composite	3	URM Composite	N/A	Shared Attribution	<input type="button" value="-- ▾"/>			
SLO 1			<input type="button" value="-- ▾"/>					
SLO 2			<input type="button" value="-- ▾"/>					
SLO 3/Other			<input type="button" value="-- ▾"/>					
SLO 4/Other			<input type="button" value="-- ▾"/>					
(Value Added N/A)	× 15%	Weight 15%	(SLO N/A)	× 25%	Weight 25%	(Shared Attribution N/A)	× 10%	Weight 10%
SGM Rating = N/A								

Category B

Ratings	Custom Percentages	Exemption
Vendor Assessment 30% SLO/Other 10% Shared Attribution 10%		
URM Composite	N/A	
Vendor Assessment 1	5 ▾	SLO 1 4 ▾
Vendor Assessment 2	4 ▾	SLO 2 4 ▾
Vendor Assessment 3	4 ▾	SLO 3 3 ▾
Vendor Assessment 4	4 ▾	SLO 4 3 ▾
<hr/> $(\text{Vendor Assessment Above} \times \text{Weight 30\%}) + (\text{SLO/Other Expected} \times \text{Weight 10\%}) + (\text{Shared Attribution Expected} \times \text{Weight 10\%})$ <hr/>		
SGM Rating = Above		

Category C

Verify Worksheet

Ratings Custom Percentages Exemption

SLO/Other 40% **Shared Attribution** 10%

SLO 1	4 ▾
SLO 2	4 ▾
SLO 3	4 ▾
SLO 4	3 ▾

Shared Attribution	4 ▾
--------------------	-----

(SLO/Other × Weight) + (Shared Attribution × Weight)

(Expected × 40%) + (Expected × 10%)

SGM Rating = Expected

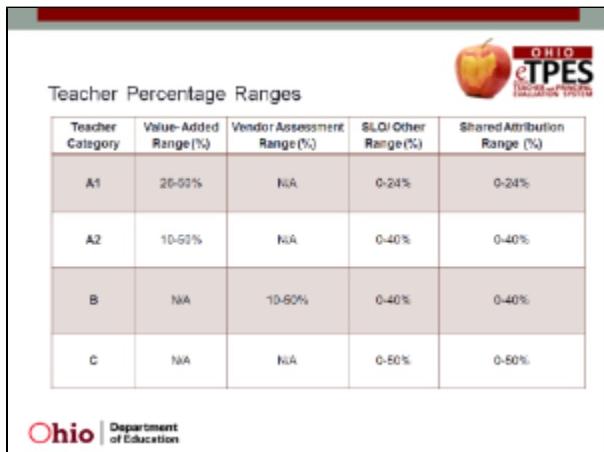
Principal: Custom Percentages

As mentioned earlier in this guide, percentages can be customized per Educator. To set custom percentages for a particular Educator being viewed, click the **Custom Percentages** tab.



To add ratings or customize percentages for several Educators at one time, utilize the SGM Import function. Instructions for SGM Import are provided in this user guide.

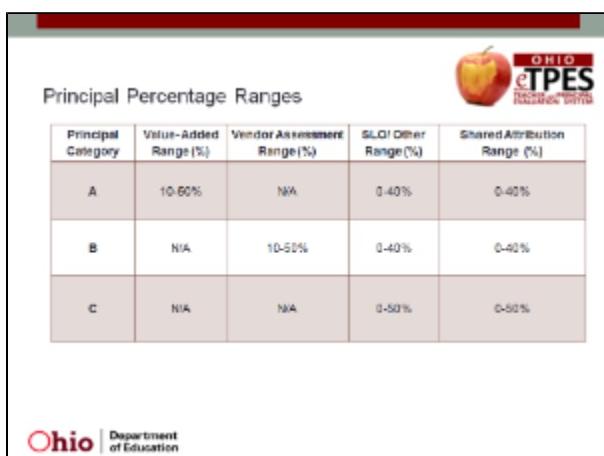
Below is a look at the percentage ranges for both the Principal and Teacher.



The screenshot shows the 'Teacher Percentage Ranges' section of the eTPES system. It features a table with five rows, each representing a teacher category (A1, A2, B, C) and its corresponding percentage ranges for Value-Added, Vendor Assessment, SLO/Other, and Shared Attribution.

Teacher Category	Value-Added Range (%)	Vendor Assessment Range (%)	SLO/Other Range (%)	Shared Attribution Range (%)
A1	20-50%	N/A	0-24%	0-24%
A2	10-50%	N/A	0-40%	0-40%
B	N/A	10-50%	0-40%	0-40%
C	N/A	N/A	0-50%	0-50%

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The screenshot shows the 'Principal Percentage Ranges' section of the eTPES system. It features a table with four rows, each representing a principal category (A, B, C) and its corresponding percentage ranges for Value-Added, Vendor Assessment, SLO/Other, and Shared Attribution.

Principal Category	Value-Added Range (%)	Vendor Assessment Range (%)	SLO/Other Range (%)	Shared Attribution Range (%)
A	10-50%	N/A	0-40%	0-40%
B	N/A	10-50%	0-40%	0-40%
C	N/A	N/A	0-50%	0-50%

Ohio | Department of Education

To add or remove a customize percentage, check or uncheck the **Set custom percentages for this educator** box, respectively.

Ratings	Custom Percentages	Exemption
This educator is currently using LEA Defaults.		
<input type="checkbox"/> Set custom percentages for this educator		

Check the **Set custom percentages for this educator** box and the configuration will appear. Enter the custom percentages and the changes will be saved automatically. This is an example for a category A worksheet.

Ratings	Custom Percentages	Exemption			
This educator is currently using customized SGM percentage (overrides).					
<input checked="" type="checkbox"/> Set custom percentages for this educator					
Configure SGM component percentages below for this educator:					
	LEA MEASURES				
	Value Added	Vendor Assessment	SLO	Shared Attribution	Total (%)
LEA Default	30 <small>must be 26-50%</small>	+ N/A	10 <small>must be 0-24%</small>	10 <small>must be 0-24%</small>	= 50 <small>must equal 50%</small>
Educator Setting	30 <small>must be 26-50%</small>	+ N/A	10 <small>must be 0-24%</small>	10 <small>must be 0-24%</small>	= 50 <small>must equal 50%</small>

Principal: Exemption

The third tab is **Exemption**. This allows Administrators to indicate that a Teacher is qualified to be exempt. This tab will only appear if there is no Value-Added data available for the Educator.

Ratings	Custom Percentages	Exemption	
This educator is set to use SGM Ratings.			
<input type="checkbox"/> Set this educator as exempt for SGM rating			

Click on the box to indicate the exemption, and select a reason for the exemption.

Ratings	Custom Percentages	Exemption	
This educator has been set to exempt for SGM Ratings. 100% of this evaluation rating is based on performance data.			
<input checked="" type="checkbox"/> Set this educator as exempt for SGM rating			
Select a reason for exemption: <input type="radio"/> Less than six students on roster <input type="radio"/> Does not meet minimum interval of instruction <input type="radio"/> Serves as facilitator/monitor <input checked="" type="radio"/> Other (requires written explanation in box below) MUST HAVE TEXT HERE			
If you would like to enter ratings for this educator, please remove the exemption.			

If the appropriate reason is not listed, select **Other** and enter the reason for the exemption. A reason must be entered.

When all available ratings data, custom percentages, and exemptions are entered, click the **Verify Worksheet** button and a PIN must be entered.

Student Growth Ratings Worksheet Verification

Please read the following in its entirety.

Verifying the overall SGM rating is a required step in order to apply the data in the Final Summative form. Please verify this educator's ratings or exemption by entering your eTPES PIN below.

PIN:

[Forgot your PIN?](#)

[Cancel](#) [Apply](#)

This will set the status of the Educator's ratings to **Verified**.

Principal: Rating Verification

The **Rating Verification** icon will allow for individual or multiple Educators to be verified. The **Rating Verification** icon is found on the SGM dashboard.

Home > Student Growth > Training District 1 (900001) > Training School 1 (700001) > Student Growth Rating Verification

Student Growth Rating Verification

Verify educator rating(s) Un-verify educator rating(s)

SGM Records for Training School 1 (700001)										
	Educator	Type	Rating Status	Category	Value-Added	Vendor Assessment	SLO/Other	Shared Attribution	Overall Rating	Verified
	Principal, Jane (TR0000001)	Principal	In Progress	A	N/A (30%)	N/A	N/A (10%)	N/A (10%)	N/A	No Worksheet
	Teacher, Mary (MT0000001)	Teacher	In Progress	A2	N/A (30%)	N/A	N/A (10%)	N/A (10%)	N/A	No Worksheet
	Teacher, Robert (RT0000001)	Teacher	Not Started	C	N/A	N/A	N/A (40%)	N/A (10%)	N/A	No Worksheet

The SGM Educator data must be verified in order to apply the SGM overall rating in the **Final Summative Form** for an Educator.

The Educators that are eligible for verification will have a check-box next to their name, shown below. Click on the box to select one or more Educators to be verified, and click on the **Verify Educator Rating(s)** button.

Home > Student Growth > Training District 1 (900001) > Training School 1 (700001) > Student Growth Rating Verification

Student Growth Rating Verification

Verify educator rating(s) Un-verify educator rating(s)

SGM Records for Training School 1 (700001)										
	Educator	Type	Rating Status	Category	Value-Added	Vendor Assessment	SLO/Other	Shared Attribution	Overall Rating	Verified
<input type="checkbox"/>	Principal, Jane (TR0000001)	Principal	Eligible for verification	A	Expected (30%)	N/A	Expected (10%)	Expected (10%)	Expected	No Worksheet
<input type="checkbox"/>	Teacher, Mary (MT0000001)	Teacher	Eligible for verification	A2	Expected (30%)	N/A	Expected (10%)	Expected (10%)	Expected	No Worksheet
<input type="checkbox"/>	Teacher, Robert (RT0000001)	Teacher	Exempt	C	N/A	N/A	N/A	N/A	N/A	No Worksheet



In order for an Educator to be eligible for verification, at least one rating must be entered in each of the percentage categories that are great than 0%.

Once the SGM ratings have been entered and verified, an email notification will be sent to the Educator and the SGM data will be available for the Educator to view.

In addition, the SGM rating will be made available in the Final Summative form.

Principal: Educator View of SGM data

The Educator can view their SGM data after it has been verified or finalized.

The SGM can be viewed under the Educator's **Evaluations** tab. Each step of the evaluation process may be shown in a collapsed view. To view each step, click the + on the left side and the section will expand.

For the Teacher to view the SGM ratings, they will need to expand **Step 3: Student Growth Measures (SGM)** on their evaluation page, shown below.

Home > Evaluations > Teacher, Karen (ZZ6085183)

Academic Year: 2013-2014 LEA: Demonstration District 1 (000001) Educator: Karen Teacher (ZZ6085183) Evaluation Model: Teacher (all electronic forms) Primary Evaluator: Secondary Evaluators: Your Access Level: Educator

Choose another evaluation

Evaluation Forms

[Collapse All](#) [Expand All](#)

Step	Status
+ Optional Self-Assessment	Not Started
+ Step 1: Professional Growth and Improvement Plans	Not Started
+ Step 2: Formative Assessment	In Progress
- Step 3: Student Growth Measures (SGM)	Completed
SGM Educator Ratings Worksheet	Status: Completed
+ Step 4: Summative Evaluation	In Progress
+ Evidence/Artifacts	Available

Click the **View** button to be directed to the worksheet.

The screens may look different depending on both the data provided and the Educator's assigned category. The views below show different examples of the same screen.

Ratings

The screen below shows ratings according to the LEA Default percentages for **Category A1**. This example shows the **Rating Status** is **Completed** and it has been verified.

Home > Student Growth > Training District 1 (900001) > Training School 1 (700001) > Student Growth Educator Management > Teacher, Mary (MT0000001)

Teacher, Mary (MT0000001)

Back to Evaluation SGM Overall Rating: Expected Suggested Guidelines

Academic Year: 2013-2014 Educator Type: Teacher SGM Category: A1 (Value-Added (exclusive) and LEA Measures)

SGM Overall Rating: Expected
Rating Status: Completed
Verified: Yes

Ratings Custom Percentages Exemption

Value Added	SLO/Other	Shared Attribution
MRM Composite 3	URM Composite N/A	Shared Attribution 3
SLO 1 3	SLO 2 2	
SLO 3/Other 4	SLO 4/Other 5	

(Value Added Expected × Weight 30%) + (SLO/Other Expected × Weight 10%) + (Shared Attribution Expected × Weight 10%)

SGM Rating = Expected

Custom Percentages

Below is the view for Educators that do not have any custom percentages assigned to their SGM Ratings.

Teacher, Robert (RT0000001)

[Back to Evaluation](#)

Academic Year: 2013-2014 SGM Overall Rating: Expected
Educator Type: Teacher Rating Status: Completed
SGM Category: C (LEA Measures only) Verified: Yes

Ratings	Custom Percentages	Exemption
This educator is currently using LEA Defaults.		

If an Educator has custom SGM percentages assigned to them, a view similar to below will appear. This example shows a Teacher in the A1 category.

Category A1

Teacher, Mary (MT0000001)

[Back to Evaluation](#)

Academic Year: 2013-2014 SGM Overall Rating: Expected
Educator Type: Teacher Rating Status: Completed
SGM Category: A1 (Value-Added (exclusive) and LEA Measures) Verified: Yes

Ratings	Custom Percentages	Exemption	
This educator is currently using customized SGM percentage (overrides).			
Configure SGM component percentages below for this educator:			
Value Added	LEA MEASURES		Total (%)
	SLO/Other	Shared Attribution	
LEA Default <small>must be 26-50%</small>	30 + N/A + <small>must be 0-24%</small>	10 + 10 = <small>must be 0-24%</small>	50 <small>must equal 50%</small>
Educator Setting <small>must be 26-50%</small>	35 + N/A + <small>must be 0-24%</small>	5 + 10 = <small>must be 0-24%</small>	50 <small>must equal 50%</small>

Exemptions

The example below shows a Teacher status that is **Exempt**.

Teacher, Karen (ZZ6085183)

[Back to Evaluation](#)

Academic Year:	2013-2014	SGM Overall Rating:	N/A
Educator Type:	Teacher	Rating Status:	Exempt
SGM Category:	C (LEA Measures only)	Verified:	Yes

Ratings Custom Percentages **Exemption**

This educator has been set to exempt for SGM Ratings. 100% of this evaluation rating is based on performance data.

Select a reason for exemption:

Less than six students on roster
 Does not meet minimum interval of instruction
 Serves as facilitator/monitor
 Other (requires written explanation in box below)

If you would like to enter ratings for this educator, please remove the exemption.

Click on the **Back to Evaluation** button at the top of the screen to go back to the **Evaluation** screen.

Principal: SGM Import

The **SGM Import** feature allows ratings to be uploaded or the default percentages to be modified in bulk. The **LEA Default Percentages** must be verified prior to accessing the SGM Import.



This must be done on a desktop or a laptop, rather than an iPad, to complete the SGM Import function.

The SGM Import feature has three steps:

- **Create Template File** – Download template and enter SGM data to upload into eTPES.
- **Select File to Import** – Select the file and submit for processing.
- **Process File** – Check for errors and apply changes.

To access the SGM Import feature, go to the **Student Growth** tab.

The screenshot shows the 'Student Growth' tab interface. At the top, there is a navigation bar with links for HOME, ADMINISTRATION, STUDENT GROWTH, EDUCATORS, REPORTS, and HELP. Below the navigation bar, the URL is displayed as 'Home > Student Growth > Training District 1 (900001)'. The main content area is titled 'Training District 1 (900001)' and contains several data visualizations:

- By SGM Category:**
 - Teachers by Category:** A pie chart showing 50% A2 - 1 and 50% C - 1.
 - Principals by Category:** A pie chart showing 100% A - 1.
- By Rating Status:**
 - Teachers by Status:** A pie chart showing 50% In Progress - 50% and 50% Not Started - 50%.
 - Principals by Status:** A pie chart showing 100% In Progress - 100%.
- By Rating Verification:**
 - Verified Teachers:** A pie chart showing 0% Verified - 0% and 100% Unverified - 100%.
 - Verified Principals:** A pie chart showing 0% Verified - 0% and 100% Unverified - 100%.

Below these visualizations, there are three buttons:

- LEA Defaults**: An icon of a dial and switch, with the text 'View default percentages by educator category.'
- Buildings**: An icon of a building, with the text 'View building status and assign educator categories and ratings.'
- SGM Import**: An icon of a document with a graph, with the text 'Upload SGM data for Vendor Assessment, SLO/Other, and Shared Attribution from Excel File'

A red box highlights the 'SGM Import' button.

Click on the **SGM Import** icon under the **Student Growth** tab to upload SGM data for Vendor Assessment, SLO/Other, and Shared Attribution from an Excel file.

Principal: Downloading the Template

On the **SGM Import** dashboard, select the appropriate LEAs or Buildings for which SGM information will be imported. Once the locations have been selected, select the format, and click on the **Download Excel Template** button, outlined in red below.

The screenshot shows the '1 - Create Template File' step of the SGM Import process. On the left, a panel lists selected locations: 'Training District 1' and 'Training School 1'. On the right, instructions advise selecting LEAs and/or Buildings, choosing a format (.xlsx), and clicking the 'Download Excel Template' button. This button is highlighted with a red box. Below this, the '2 - Select File to Import' step shows a file selection interface with a 'Select a file' button and a message 'No file selected.' The '3 - Process File' step is partially visible at the bottom.

Depending on the browser settings, there may be a prompt to open the file using Microsoft Excel. Select **OK** to proceed.

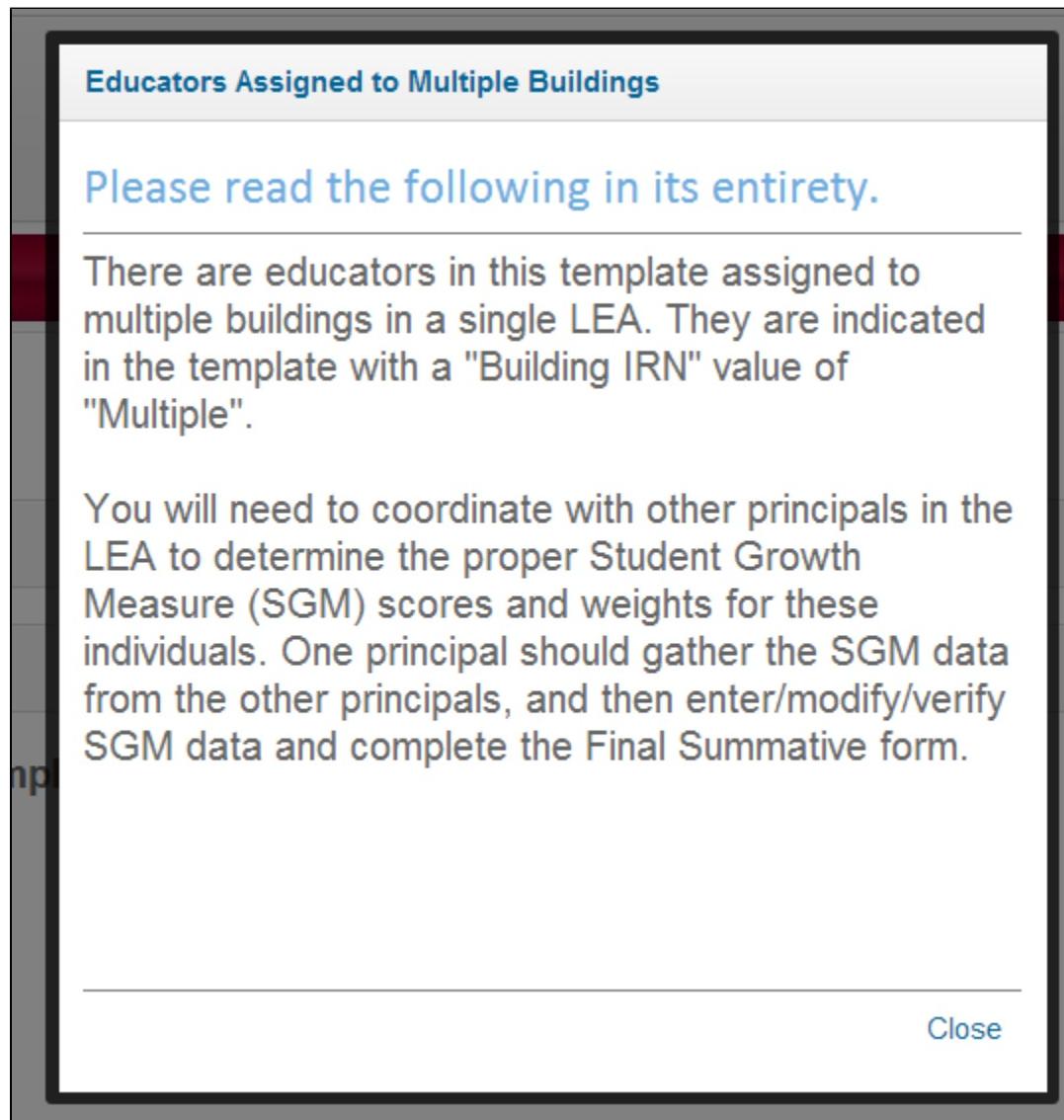
The screenshot shows a Firefox browser dialog titled 'Opening eTPES_StaffImport_Template.xlsx'. It displays the file path 'eTPES_StaffImport_Template.xlsx', its type 'Microsoft Excel 97-2003 Worksheet (6.4 KB)', and its source 'from: http://training.ohiotpes.com'. It asks 'What should Firefox do with this file?' with two options: 'Open with Microsoft Excel (default)' (radio button selected) and 'Save File'. There is also a checkbox 'Do this automatically for files like this from now on.' At the bottom are 'OK' and 'Cancel' buttons. The background shows the 'Import' section of the SGM Import dashboard, including steps 1-3 and a 'Select a Staff File' button.

If the file does not prompt to open, it may download and appear at the bottom of the page. Click on the file to open it.

The screenshot shows a software interface for creating a template file. At the top, there are navigation links for 'Administration' and 'View Instructions (PDF)'. Below these, a green checkmark icon indicates '1 - Create Template File'. A button labeled 'Get another template' is also present. The next step, '2 - Select File to Import', is shown with a note: 'Click "Select an SGM File" to choose a valid eTPES SGM data template.' A 'Select a file' button is available, and a message box says 'No file selected.' The third step, '3 - Process File', is currently empty. In the bottom right corner, there is a 'Provide Feedback' button with a red exclamation mark icon. At the very bottom of the screen, a download notification is visible: 'eTPES_SGM_Template.xlsx' with a red arrow pointing to it, and other options like 'Show all downloads...' and a close button.

Principal: Completing the Template

Before the file can be opened, there may be a notification indicating that there are educators assigned to multiple buildings in the selected template. Educators in multiple buildings will display **Multiple** in the Building column. For these Educators, coordinate with their building Principals. One Principal should gather the SGM data from the other Principals, as well as enter, modify, and verify the SGM data.



The file will automatically open to the **Instructions** page which is the first tab at the bottom of the file. Read the instructions carefully to assist in importing the SGM Ratings.

The screenshot shows a Microsoft Excel spreadsheet titled "eTPES_SGM_Template (1) - Microsoft Excel". The "File" tab is selected. The "Instructions for SGM Ratings" sheet is active, with the title "Instructions for SGM Ratings" in cell A1. The content of the sheet is as follows:

1 **Instructions for SGM Ratings**

2

3 This template is used to import Student Growth Measure ratings and/or change the LEA default percentages per educator.

4 Educator SGM data can be added or modified manually after importing.

5 For assistance, please call eTPES Support at 1-877-314-1412 or email support@OhioTPES.com

6

7 This template is divided into multiple sheets (tabs at the bottom of the screen).

8 There is a sheet for each role/category combination.

9 The educators appear on the appropriate sheet based upon their role (teacher or principal) and assigned category (A1, A2, A, B or C).

10 The template will display the CURRENT ratings and percentages.

11 Enter the new ratings and percentages to be imported. See below for allowable percentage ranges per role/category.

12

13 Important:

14 Move users to the appropriate category prior to creating a template (movement between categories is not permitted on the template).

15 Create a new template each time you import ratings.

16 Do not re-use a template. The SGM import will overwrite the existing data with the data from the template.

17 If the Overall SGM Rating has been verified, changes cannot be made on the template.

18

19 Role/category allowable percentages:

20 OTES A1 - Value-added (26-50%), SLO/Other (0-24%) and Shared Attribution (0-24%)

21 OTES A2 - Value-added (10-50%), SLO/Other (0-40%) and Shared Attribution (0-40%)

22 OTES B - Vendor Assessment (10-50%), SLO/Other (0-40%) and Shared Attribution (0-40%)

23 OTES C - SLO/Other (0-50%) and Shared Attribution (0-50%)

24 OPES A - Building Value-added (10-50%), SLO/Other (0-40%) and Shared Attribution (0-40%)

25 OPES B - Average Vendor Assessment (10-50%), SLO/Other (0-40%) and Shared Attribution (0-40%)

26 OPES C - SLO/Other (0-50%) and Shared Attribution (0-50%)

27 Please note that the sum of the percentages for a row must equal 50%.

28

29

The template can be used to import the ratings and change the LEA default percentages per Educator. The SGM data can be added or modified manually after importing. The template is divided into multiple sheets, navigated by the tabs at the bottom of the screen. There will be a sheet for each role and category combination currently present for the educators. See the screen below, which shows the tabs for OTES A1-A2, OTES C and OPES A.

The screenshot shows the bottom navigation bar of the Excel spreadsheet. The tabs visible are:

50 Shared Attribution Percentage Enter percentage for weighting (see above)

51 Instructions - SGM Ratings OTES A1-A2 OTES C OPES A

A red box highlights the "Instructions - SGM Ratings" tab, indicating it is the active sheet.

The Educators appear on the appropriate sheet based upon their role (Teacher or Principal) and assigned category (A1-A2, A, B, or C). The template will display the current ratings and percentages per educator.

Below is an example of the template.

A1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	lea	building lrm	state id	last name	first name	category	status	verified	slo rating 1	slo rating 2	slo rating 3	slo rating 4	shared attribution rating	slo/other percentage	shared attribution percentage
2	000001	Multiple	ZZ4120687	Teacher	Robert	C	Completed	Y	3	2	5	3	20	30	
3	000001	Multiple	ZZ5714359	Teacher	Preston	C	Not Started	N					20	30	
4	000001	Multiple	ZZ6085183	Teacher	Karen	C	Completed	Y	2	3	4	4	20	30	
5	000001	000030	ZZ7688661	Teacher	Michael	C	Not Started	N					20	30	
6	000001	Multiple	ZZ8558818	Teacher	Jennifer	C	Not Started	N					20	30	
7															
8															
9															
10															
11															
12															
13															

The grayed out columns include data that is populated directly from eTPES. These fields can not be edited.

The only fields that can be edited are the areas not grayed-out. Additionally, if the Educator has been verified, and displays Y in the verified column, the corresponding fields cannot be modified. Educators cannot be moved between categories on the template. Any change of category must be completed prior to creating the template.

Enter the ratings and modified percentages as needed. Note the sum of the percentages for a row must equal 50 percent.

The allowable Teacher percentage ranges are as follows:

Teacher Percentage Ranges				
Teacher Category	Value-Added Range (%)	Vendor Assessment Range (%)	SLO/ Other Range (%)	Shared Attribution Range (%)
A1	26-50%	N/A	0-24%	0-24%
A2	10-50%	N/A	0-40%	0-40%
B	N/A	10-50%	0-40%	0-40%
C	N/A	N/A	0-50%	0-50%





The allowable Principal percentage ranges are as follows:

Principal Category	Value-Added Range (%)	Vendor Assessment Range (%)	SLO/ Other Range (%)	Shared Attribution Range (%)
A	10-50%	N/A	0-40%	0-40%
B	N/A	10-50%	0-40%	0-40%
C	N/A	N/A	0-50%	0-50%



Once the form is completed, select **File** and then **Save As**. It is recommended to save this template to the **Desktop**.

Principal: Submitting for Processing

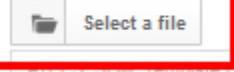
The template must be submitted to eTPES upon completion.

2 - Select File to Import

To submit the file, click the **Select a File** button under section **2- Select File to Import** in eTPES. Then look for the saved document, it is recommended that the file be saved to the Desktop.

2 - Select File to Import

Click "Select an SGM File" to choose a valid eTPES SGM data template.

 Select a file

ETPES_SGM_Template (1).xlsx

Once the correct file has been selected, click **Submit for Processing**.

Next click "Submit for Processing" to begin the upload process.

 Submit for Processing

3- Process File

As the file is being submitted the screen below will appear to show the uploading process.



The eTPES system will process the changes and check for errors.

Clicking on **View Error Report** will generate a new version of your template. Open the file to view any errors that were found.

The screenshot shows a user interface for processing files. At the top, there are three buttons: "View Error Report" (highlighted with a red box), "Apply Changes", and "Cancel Changes". Below the buttons, there is a list of error messages and completion status:

- 3 OTES B User's Student Growth Measure worksheet is already verified. This row will be skipped.
OTES B Sheet OTES B completed.
- 2 OTES C SLO ratings must be between 1 and 5.
4 OTES C SLO ratings must be between 1 and 5.
OTES C Sheet OTES C completed.
- 2 OPES A Invalid percentage sum, the sum of all percentages must be 50. This row will be skipped.
OPES A Sheet OPES A completed.
OPES C Sheet OPES C completed.
File processing complete.

If errors are found, there will be tabs labeled **Errors** at the bottom of the screen. An error tab will appear for each role/category.

▶ OTES B Errors - OTES B Records Skipped Instructions - OTES B OTES C Errors - OTES C Records Skipped ◀

After identifying the errors, correct them in the original file you modified, and save the file.

Error
User's Student Growth Measure worksheet is already verified. This row will be skipped.
User's Student Growth Measure worksheet is already verified. This row will be skipped.

 If you load the template file with the errors, the rows with errors will not be loaded.

To upload the new, corrected version of the file, click on the **Cancel Changes** button in eTPES.

After the changes have been canceled, the new version of the file must be uploaded again. Go back to the section **2- Select File to Import**, click on the **Select a File** button, and choose the corrected file. Resubmit the file by clicking **Submit for Processing**.

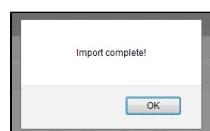
When there are no errors found, click the **Apply Changes** button.

3 - Process File

 View Error Report Apply Changes Cancel Changes

Instructions - SGM Import Skipping Instructions - SGM Import, it is a help sheet.
OTES A1-A2 Sheet OTES A1-A2 completed.
OTES C Sheet OTES C completed.
OPES A Sheet OPES A completed.
File processing complete.

When the changes have been processed, a pop-up message will appear that indicates the import has been completed. Click the **OK** button.



Now that the changes have been applied, go to the **Educator Management** screen under the **Student Growth** tab, and verify the expected results within the worksheets of the educators.

Principal: Reports Tab



This report is accessible by Superintendents and Principals. To run the report, click on the “View” button at the right of the Report Title.

A screenshot of the "Reports" section. The title "Reports" is at the top in blue. Below it is a list titled "Standard Reports" with one item: "Roster and Activation Overview". To the right of this item is a "View" button, which is highlighted with a red border. The background is white.

If you would like to view the report in an Excel spreadsheet, click on **Export to Excel**.

This report will list the users on your roster, information about the user and information regarding their activation (has the activation email been sent, has the user activated their login, has the user logged in, etc.).

Additional reports are currently being developed and will be available in future releases.

Principal: Help Tab

To access the **Help** page, click on the **Help** tab on the tool bar.

The **Help** page, displayed below, includes how to contact support, obtains documents regarding the OPES/OTES framework, and the electronic system and a link to the Ohio Department of Education eTPES web page. Also included are the Training Videos and this User Manual.

Help

[Ohio Department of Education eTPES Web Page](#)

Support Contact Information

If you have policy questions regarding eTPES, please contact us at: etpes@education.ohio.gov

If you have eTPES technical questions, please contact us at: [Online Support Request](#)
support@OhioTPES.com
or call 1-877-314-1412

If you have NIET evaluator credentialing questions, please contact us at: support@niet.org

Teacher Evaluation System - Resources

[OTES Model \[PDF\]](#)
[OTES Resources \[PDF\]](#)
[Ohio Standards for Teachers \[PDF\]](#)
[OTES Understanding and Using the Standards \[PDF\]](#)
[Sample Professional Growth Plan \[PDF\]](#)

Principal Evaluation System - Resources

[eTPES Principal User Guide \[PDF\]](#)
[OPES Model \[PDF\]](#)
[OPES Resources \[PDF\]](#)
[Ohio Standards for Principals \[PDF\]](#)
[OPES Understanding and Using the Standards \[PDF\]](#)

Superintendent/Designee - Resources

[eTPES Superintendent/Designee User Guide \[PDF\]](#)
[LEA Setup Help \[PDF\]](#)
[Quick guide for setting Primary Evaluators \[PDF\]](#)

Training Videos [YouTube]

Teacher Video #1 : Logging into eTPES; accessing your personal dashboard
Principal Video #1: Activating your account and logging in
Superintendent/Designee Video #1: Activating your account and logging in
Superintendent/Designee Video #2: LEA Setup
Superintendent/Designee Video #3: Staff Import

Support Contact Information

There are three different support contacts to select from. To receive the quickest response to support questions, it is important to contact the correct support team.

Support Contact Information	
If you have policy questions regarding eTPES, please contact us at:	etpes@education.ohio.gov
If you have eTPES technical questions, please contact us at:	Online Support Request support@OhioTPES.com or call 1-877-314-1412
If you have NIET evaluator credentialing questions, please contact us at:	support@niet.org

For policy-related questions, contact etpes@education.ohio.gov.

For technical questions regarding the eTPES website, click on the **Online Support Request** link, email support@ohiotpes.com, or call 1877.314.1412. For the fastest most efficient response, fill out the Online Request form by clicking the link provided.

For questions regarding evaluator credentialing, email support@niet.org.

Resources and Training Videos

There are a number of help documents, user guides and other resources, including training videos available to review.

Click on any link to access the related resource.

Teacher Evaluation System - Resources	Principal Evaluation System - Resources
OTES Model OTES Resources Ohio Standards for Teachers Sample Professional Growth Plan	OPES Model OPES Resources Ohio Standards for Principals OPES Understanding and Using the Standards
Superintendent/Designee - Resources	Training Videos
Superintendent/Designee User Guide LEA Setup Help	Superintendent/Designee Video #1: Activating your account and logging in Superintendent/Designee Video #2: LEA Setup Superintendent/Designee Video #3: Staff Import Principal Video #1: Activating your account and logging in

